

# HamiltonAnderson

## Project Coordinator

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FLSA Status:	Full-time Regular Position, Overtime Eligible
Report to:	Director of Operations
Work Schedule:	Monday – Friday 8:00 AM – 5:00 PM
Billable:	50%

### **Objective**

Assist the Project Manager and/or other disciplines with team communication, scheduling, consultant/contractor coordination, client management and contract document processing and production. Assist the professional staff in areas of project financials, documentation, and communication. Improve project team communication and delivery of professional service and product.

### **Project Management Assistance**

- Assist Project Manager in the maintenance of project phases and schedules;
- Communicate/follow-up with clients, consultants, contractors, and others on behalf of Project Manager and other Team Leaders; assist Team Leaders with the organization of correspondence and communications to mechanical, electrical, structural and other specialty consultants and disciplines,
- Assist Project Manager in developing, processing and issuing project change notices to reflect agreed upon changes and additional costs; tracks the receipt of written client approval prior to the execution of work;
- Schedule client meetings, prepare drafts of meeting minutes, arranges for teleconferences;
- Organizes and manage daily calendar for the Project Team Leaders; uses Outlook & MS Project efficiently to maintain a calendar of team events, critical milestones, meetings, and appointments with a focus on communications, operations and scheduling;
- Operate a variety of office equipment and software including web-based communications, word processing, spreadsheet, CAD and graphic design programs;
- Assist with travel arrangements, manage expense reports and time sheets for the project and Project Managers;

### **Project Administrative Responsibilities**

- Document Preparation: drafts, types, formats and proofreads transmittals, communications, meeting minutes, project work plans, outlines, AIA documents, contracts, specifications, project reports, project setup, presentations and other documents; oversees, reproduction, binding, distribution and transmission of a full range of professional project team documents;
- Document Transmission: responsible for monitoring project document transmission, including inter-office documents, mailings, deliveries, faxes, and transmittals;
- Client/Project Team Communication::
- Writes and maintains an up-to -date procedure manual detailing the project administrative tasks;

### **Project Document Management Responsibilities**

- Project File Management Assistance: assists Project Team Leaders in set up and management of electronic and manual document file management system (documents and drawing files), including project websites and teleconferencing;
- Provides document control assistance for the project team and interfaces with owner and contractor;
- Manages the issuance of document milestones;
- Responsible for coordinating the reproduction and disbursement of construction documents;
- Serves as Point of Contact for advertisements/project postings during the bidding process'

### **Bidding/Construction Administration Responsibilities**

- Construction Document Processing: receives, processes and distributes/ transmits RFIs, (Request For Information) submittals and shop drawings to the team and contractors;
- Maintain Shop Drawing Log and monitor for proper distribution and receipt;
- Implement and maintain a Request for Information (RFI) system for projects;
- Under the supervision of the PM or PA, drafts Addenda, Bulletins and Construction Issues;

### **Project Financial Responsibilities**

- Vendor invoice review and reconciliation (in advance of project manager review)
- Assist project manager with reimbursable budgeting for projects
- Complete project set up forms;

### **Knowledge, Skills, and Abilities**

- Knowledge of the policies and procedures of an architecture/ landscape architecture firm\*;
- Knowledge of office practices and procedures;
- Ability to communicate effectively both orally and in writing with confidence and professionalism;
- Ability to work tactfully and cooperatively with a diverse group of staff, clients, and vendors to establish and maintain cooperative and effective working relationships with others;
- Ability to plan and organize to accomplish assignments for multiple project teams within established deadlines;
- Ability to work independently with little direction and maintain confidentiality;
- Ability to analyze situations accurately and adopt an effective course of action;
- Ability to work in an environment with changing priorities and deadlines;
- Ability to support innovation and organizational changes needed to improve HAA's effectiveness and profitability;
- Ability to use Word, Excel, Power Point, Outlook and Internet software at an intermediate level;
- Ability to type 55 wpm accurately;
- Ability to proofread with minimum errors;
- Ability to use CAD and MS Project software at a beginner level\*;
- Ability to operate a variety of office equipment such as personal computer, calculator, copier and facsimile machine;
- Ability to accurately utilize required management and documentation forms/tools;
- Must be punctual;

\*Learned on the job