

PROJECT COORDINATOR

In this position, we are seeking an individual that than function directly as support for our Project Management team, while executing tasks and monitoring costs. This individual plays a vital role in the success of getting projects completed on-time and efficiently as possible.

Knowledge of scenic fabrication for the Theater, Film & TV or Live Event markets is preferred but not necessary to be considered.

RESPONSIBILITIES:

- Works directly with Project Management team and external vendors to ensure items are ordered correctly, on-time and within allocated budget.
- Negotiates purchase contracts with a variety of vendors to ensure “key” price points.
- Codes vendor invoices.
- Meets work standards by following production, productivity, quality and customer service standards.
- Meets cost standards by monitoring expenses and implementing cost-saving actions.
- Prepares and completes action plans.
- Sets up vendor accounts.
- Reviews insurance & licensing requirements.
- Coordinates shipment of purchased items to remote work site(s) via standard trucking, air freight, ocean freight, counter-to-counter delivery service or other means.
- Coordinates and orders logistics (trucking).
- Manages multiple projects simultaneously.
- Receives, identifies, inventories & labels received items for specific project.
- Tracks ordered items & notifies Project Manager & management team of any back-ordered or delayed items.
- Coordinates, books site labor & tracks weekly timesheets.
- Prepares reports and variance analysis for Project Management & Sr. Management.
- Implements production, productivity, quality and customer services standards.
- Supports Project Management team to solve problems and completes audits to get projects completed and out the door efficiently.
- Monitor, collect, revise, close-out projects and reconcile all final customer billing for Finance department.
- Develops, manages and maintains long-term client relations.
- Occasionally generates sales quotations/contracts.
- Track and capture all project change-orders.
- Secure reasonable price points with select vendors.
- Related duties and special projects as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Strong written and verbal communication skills.
- Negotiation skills.
- Budget development and tracking.
- Strong organizational and analytical skills.
- Proficient with Microsoft Office (Excel, Word & Outlook).

REPORTS TO: Company Controller, General Manager and/or Ownership

SALARY: Salary or hourly pay will be based on experience.

This position is Full-Time.