



Project Coordinator/Estimator Job Description

Overview: We are looking for an ambitious project manager to help organize and manage our residential and commercial projects. The manager should be a self-starter who can not only inspire the field workers to do their best work but also attend to the administrative duties that will ensure the project runs seamlessly. Are you looking for a career with unlimited growth potential? This could be it.

WORK HOURS: Monday - Friday 8:00 am to 5:00 pm (with an hour lunch). May work occasional weekends or evenings.

JOB SUMMARY: The project coordinator/estimator is responsible for coordinating commercial projects and estimating both commercial and residential projects. The coordinator/estimator is not responsible for supervising others. Additional responsibilities include but are not limited to:

- Meeting with potential clients
- Providing estimates and bids
- Coordinating resources, equipment, and knowledge to ensure projects run smoothly
- Coordinate schedules and timelines using a project manager calendar
- Assess risks and potential issues on projects
- Documenting and addressing project changes
- Ensuring that projects are completed on time and within budget

EDUCATION REQUIREMENTS: High school diploma/GED
Valid driver's license

PREFERRED QUALIFICATIONS: Bilingual
Experience with general office duties and customer service
Experience with commercial and residential construction
Master's in business administration

OTHER REQUIREMENTS: Must have reliable transportation

KNOWLEDGE, SKILLS, AND ABILITIES:

- Microsoft Office
- Ability to work as part of a team or independently
- Excellent verbal, written, and communication skills
- Ability to meet deadlines