

# Project Coordinator

**ACME Constructors Inc.**  
**Columbia, MO 65202**

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## Project Coordinator

Are you positive, customer-driven, and hardworking? Come join a dedicated team of individuals at ACME Constructors. Based in St. Louis, we are one of the best self-performing industrial contractors in Missouri with over 150 employees. We are dedicated to delivering client satisfaction through uncompromising integrity, performing responsive service safely, and cost-effective project execution.

We are an **employee-owned** company and foster a “team first” mentality. We strive to maintain a positive work environment based on a culture of professionalism, teamwork, and positive attitudes.

ACME Constructors has an immediate opening for a Project Coordinator for our team at our office in Columbia, MO.

### Job Responsibilities Include:

- Assist Project Managers with job cost maintenance, setup, billing, and closeout
- Assist Project Managers with organization and scheduling and manpower projections if needed
- Assist in bidding process, putting together bid packages, and tracking bid proposals
- Assist in New and Existing Customer Prequalification documentation
- Reviewing Contract documents and Job Setup
- Review and work up billings for Contract based and cost-based jobs on weekly, monthly, or as needed basis per customer/PM approval
- Submitting invoicing thru various portals (Ariba, Taulia, Coupa)
- Utilize Bluebeam, Sage 300 Construction Accounting, Procore, HH2, ToolWatch and other various software
- Review job costs, billings, and close out of projects
- Review scorecard and help assist with A/R Collection calls and checking on underbilled jobs
- Taking part in team meetings of the process development of the company

- Creating purchase orders or Subcontracts as per the need of the project manager
- Prioritize requests from up to 5 Project Managers and work with them to create processes and implement them to support the accounting timeline
- Proposal writing
- Assisting Field foremen with tablet, phone, and app usage
- Proof-reading and helping to develop marketing materials
- Assist in team building and corporate events
- Requesting Bonds and Certificates of Insurance
- Setup new AR customers and AP vendors
- Report diversity information, certified payroll, if needed
- Making travel arrangements for employees

#### Minimum Requirements:

- Self-Starter
- Critical Thinker
- Relationship and Team Building skills
- Experience with the following software: Microsoft Office
- The ability to manage multiple tasks simultaneously
- Strong communication skills
- Focused attention to detail
- Ability to work independently
- Willingness to learn and expand knowledge base through use of technology
- A positive winning attitude!

#### Preferred Experience:

- Construction company experience
- Experience in proposal writing

Job Type: Full-time

#### Required education:

- High school or equivalent
- Degree preferred

Benefits:

- Employee participation in company ownership through ESOP plan
- 4% 401K Match
- Paid vacation
- Employee medical insurance which includes prescription, dental and vision benefits
- Paid holidays