



R. G. Ross Construction Company, Inc. , A General Contractor, located at 4079 Bayless Ave is seeking a full-time Project Coordinator.

**Job Description:**

Providing support to project managers in the construction of residential and commercial buildings.

Daily activities include but are not limited to the writing of subcontracts and purchase orders, communication with vendors, owners and architects, job cost updating, closeout documentation and management of submittals.

**Experience/Skills required:**

- Proficient use of construction management software – Sage 300 preferred.
- Strong familiarity with project bidding procedures
- Regular Use of Microsoft Outlook, Word & Excel
- AIA and other types of Contract Documents
- Good communication skills – electronic and in person.
- Excellent filing and organization skills.

This position requires the ability to multitask and prioritize, as well as be detail-oriented.

Resumes should be submitted to [Kevinb@rgross.com](mailto:Kevinb@rgross.com) .