



Position Description – PROJECT COORDINATOR

The Project Coordinator will support multiple project teams with items specifically related to startup, maintenance, and accounting functions of Castle projects.

KEY RESPONSIBILITIES:

Project Coordination & Support:

- Coordinate reviews and approvals process of Owner contracts with appropriate Project Director.
- New project and budget setup through coordination with the project manager.
- Startup & renewal of items such as locates, permit acquisition, bond acquisition, & COI's.
- Administer subcontracts and Purchase Orders through the DocuSign system.
- Provide administrative support to Project Managers for job specific items as requested.
- Main point of contact & scheduler for all monthly random drug testing thru CDS.
- Attend weekly manpower meeting & issue roster.

Accounting Support:

- Liaison between project operations and project accounting.
- Create owner schedule of values in accounting system as provided by PM.
- Initial coding of project AP invoicing thru electronic accounting software.
- Project task code/budget updates.
- Weekly warehouse allocation processing.
- Other duties as assigned.

Desired Qualifications:

*2+ years of construction accounting experience

*Accuracy, organization, and attention to detail are essential in this fast-paced environment.

*Proficient in Microsoft Excel.

*Customer service oriented and excellent communication skills.