



## Project Coordinator Assistant Job Description

REPORTS TO: Brenda Riley

Date Written: 1/25/19

Job Status: Full-Time

### SUMMARY

Coordinating large and small projects, and working together with all team members helping maintain safety standards at all times and assuring task completion on schedule. Maintaining communication with project supervisors, vendors, customers and others involved in the project. Review job costing weekly to manage the budgets of projects. Understand basis cost and profit concepts and be able to determine gross margin percentages. Be able to create and save files and folders on computer network, (drop box). Willingness to help out all team members as needed even if task is outside of job description.

### PROJECT COORDINATION

1. Move project folder from Jobs To Schedule to Jobs In Progress.
2. Contact Client within 24 hours of contract award.
3. Schedule and attend Pre-production job walks using PRE-PRODUCTION JOB WALK CHECK LIST.
  - a. Send SUMMARY MEETING E-MAIL to client and retain for Foreman Folder.
  - b. Bring all necessary sample maps, notices, SOVs to pre-production walk.
4. Coordinate colors, paint samples, and draw downs, and create and ensure acceptance of colors using PROJECT COLOR SHEET and DRAW DOWN SUBMITTALS. Utilize paint representatives for color samples and schedule pre-production job walk after draw downs are received in order to get them approved at the PPJW.
5. Create all project color sheets, maps, etc... as needed for projects.
6. Create foreman folders for awarded projects containing all necessary documents including:
  - a. Maps
  - b. Summary e-mail
  - c. Draw Downs/Project Color Sheet/(Renderings if applicable)
  - d. Proposal/Specifications
  - e. Field Budgets/Field SOV (per building when applicable)
  - f. Notices: Doors/Paint/Wood Repair/Wood Repair Completion/Paint Completion/Job Start Up/Others?
  - g. Set Up Job Account for all large jobs with supplier. Request special pricing for each job account.
  - h. Include Supplier Job Account
  - i. Verify pre-job checklist has been completed.
  - j. Add time cards and safety sheets
7. Answer phone calls.
8. Create all notices needed for all projects; such as DOOR NOTICE, JOB START UP NOTICE, etc...
9. Update projects to schedule using the JOB SCHEDULER.

10. Schedule door, deck painting, railing painting etc... appointments.
11. Update Job Scheduler and Calendar.
11. Coordinate colors between multiple projects.
12. Coordinate job costing between multiple projects.
13. Attend weekly job scheduling job and operations meetings.
14. Apply learned experience on the following types of projects when needed: Custom New Construction Homes, Apartments, HOA's, Commercial and Residential Buildings, Industrial, Shopping Centers, Single Dwell Interiors/Exteriors Remodels, Expansions and Renovations.
15. Maintain a friendly approach to employees even in the worst case scenario to maintain professional ethic.
16. Interface with Property Managers, Owners and all clientele.
17. Provide effective and responsive customer service.
18. Utilize excellent organizational and communication skills supporting daily painting operations.
19. Bilingual in Spanish a plus.

#### Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Speaking** — Talking to others to convey information effectively.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Time Management** — Managing one's own time and the time of others.
- **Mathematics** – Basic understanding of addition, subtraction, multiplication, division, percentage origination, and basic algebra.
- **Information Technology** – The ability to be competent in GMAIL email and Google calendar, and the ability to search those applications. The ability to navigate Microsoft Windows, create, save, and find files and folders, and conduct file and folder searches within that application.
- **Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
- **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

#### WORK STYLES

- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

#### JOB REQUIREMENTS

20. Must know how to use Microsoft Word, Excel, Google Mail and Google Calendar.
21. Sufficient communication skills, both verbally and in writing.

#### WORKING CONDITIONS & PROTECTIVE EQUIPMENT

22. Most work is performed indoors, and some work will be outdoors where you will be subjected to the various weather conditions including extreme Heat & Cold.
23. It is recommended that you take the steps to protect yourself. Sun block, jackets or coats, bump caps, knee pads and safety glasses. In general need to have PPE (Proper Protective Equipment) at all times during working hours.

#### DRESS CODE

24. While on the job it is important to remember that you are representing our company. You are expected and required to wear PWP Polo when performing management tasks.

I have read and received a copy of my Job Description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

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Name of Associate

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Date