

WE'RE HIRING

PROJECT COORDINATOR (Project Engineer)

Simonson Construction Services, Inc. is looking for a responsible **Project Coordinator (Project Engineer)** who is familiar with the business of construction and can administer and organize various types of projects and activities. ***(INQUIRE ABOUT ADDITIONAL AVAILABLE OPENINGS.)***

Responsibilities include:

- 1) Project Specific Tasks, as directed by the Project Manager
 - a) Create, receive and disseminate project correspondence and documents including but not limited to:

i) RFI's	vi) Submittals
ii) Drawings	vii) Meeting Minutes
iii) Specifications	viii) Schedules
iv) Sketches	ix) Daily Reports
v) Change Orders	x) Testing Reports
 - b) Coordination of bidding process including vendor communication, issuing of scopes of work, bid tabulations, bid reviews, etc.
 - c) Assist with vendor Purchase Order writing
 - d) Assist with preparation of project budgets and estimates
 - e) Drawing distribution management including drawings revisions
 - f) Review and organize submittal process including timeliness, technical review of submittals and overall organization of submittal log
 - g) Change Order management
 - i) Organizing and tracking open change orders
 - ii) Subcontractor and supplier change order management
 - iii) Change Order Estimating
 - h) Prepare and monitor project schedules and highlight possible interruptions
 - i) Interact with subcontractors and suppliers to coordinate basic financial and operational requirements – Including receiving billings on time and correctly from vendors.
 - j) Field documentation of work items as the project requires
 - k) Assist project managers with special tasks as requested
 - l) Work with Superintendent and Project Manager to coordinate subcontractor and material beyond 2 weeks look ahead
 - m) Safety inspections when on-site as this is an ongoing effort of all project members
- 2) Project Accounting functions and Timberline software data entry
- 3) Management of small projects as assigned

Requirements include:

- Bachelor's Degree in Construction Management or similar is preferred but not required.
- Experience in construction
- Excellent organizational and communication skills
- A good attitude and motivated work ethic

Simonson Construction Services, Inc. is an equal opportunity employer and drug free workplace. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics. We offer very competitive compensation and benefit packages to qualified applicants.

Qualified individuals (18 years or older) should submit resumes to:
Simonson Construction Services, Inc. 2112 Troy Road, Ashland, Oh 44805

To apply, email your resume to info@simonsonconstruction.com