

Role Description

Project Coordinator



Summary Responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. Project managers plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. This is all done within the confines of a company's goals and vision.

Essential Duties and Responsibilities include the following.

- Determine and define multiple project scopes and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budgets based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with owners, managers, installers, fabricators, vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Assist with the training of new hires and cross training
- Other Duties, as assigned

Standard Work includes the following.

- To be Completed on a Daily Basis
 - Review and process emails and voicemails
 - Create and present sales proposals to customers
 - Review sales presentations
 - Field incoming sales calls
 - Prepare/request any art proofs
 - Make cold calls
 - Follow up on proposals sent the previous day

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- Enter contacts into operating software (Zoho)
- To be Completed on a Weekly Basis
 - Follow up on proposals sent previous week
 - Apply late fees to invoices over 30 days
 - Review previous week's Weekly Sales Plan
 - Review ongoing projects with project coordinators and senior project manager
- To be Completed on a Monthly Basis
 - Follow up on proposals sent previous month
 - Review previous month's sales with senior project manager
- To be Completed on a Quarterly Basis
 - Follow up on proposals sent previous quarter
 - Review previous quarter sales and sales goals
- Yearly Tasks
 - Review annual sales projections with project managers and project coordinators
- As Needed
 - Follow up on any active proposals not closed
 - Attend pertinent trade shows
 - Coordinate jobs with project coordinators and other project managers and be available for any questions or concerns

Leadership Responsibilities

Provide guidance and coaching in accordance with the organization's policies and applicable local, state and federal law. Responsibilities include assisting sales, shop, project personnel and installers by training employees, planning, assigning, and

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directing work, appraising performance, recognizing employees, addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must demonstrate excellent computer skills and ability to utilize Ace software programs
- Must be self-motivated, trustworthy, and capable of completing all work assignments with minimal supervision
- Must be able to motivate, train, and teach employees their job to Ace Company standards
- Must be willing to work with line supervisors, installers, managers, project management and sales personnel to make operational decisions, help with sales and manage associated project matters in a timely and professional manner
- Must have knowledge of all job scopes or signs by type or have the ability to learn them
- Must be confident in coaching and counseling employees about qualification issues
- Proficiency in the jobs on the line
- Strong record of safety
- Attendance will be examined, good attendance is essential
- Good Communication Skills
- Track record of positive Work Performance

Education and/or Experience

Experience in multi-location and multi-brand project management is preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating plans, and procedural manuals. Ability to write reports and the ability to speak effectively before groups of customers or employees of organization.

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Computer Skills

Ability to use operational, office, email and associated software is required.

Certificates, Licenses, Registrations

Notary Public Certification or ability to obtain is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit for long periods; and occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is infrequently exposed to office-style furniture components, equipment, fumes or airborne particles. The employee is frequently exposed to hard floors and stairways. The employee is occasionally exposed to mildly humid conditions. The noise level in the work environment is usually mild to moderate.