

## Job Description Form

Date: 6/11/2018

Company: ADART

Position Title: Project Coordinator

Employment Status:

Regular

Temporary

Full-time

Part-time

Intern

Contact Name/Title: \_\_\_\_\_

Reg. hours worked: \_\_\_\_\_/wk

Corey Perez - SVP

Exempt  Non-exempt

Contact Email: corey@adart.com

Contact Phone#: 469-322-1909

### Position description:

The Project Coordinator is essential to the project team responsible for producing, delivering and installing signs for our national customers. Projects vary in size and complexity. The Project Coordinator is responsible for gathering and organizing information needed to coordinate project activities under the supervision of a Project Manager (PM).

### Primary Tasks

- Obtain local city code and land lord approval
- Locate and source vendors for projects
- Negotiate fair and reasonable pricing for materials and labor
- Assist PM in issuing project proposals
- Set schedules and monitor vendor progress
- Issue purchase orders
- Enter budgets into accounting system for timely billing
- Frequently communicate project information to the PM and the customer

### Qualifications for the position:

Organized, ability to prioritize

Excellent verbal and written communication

Initiative to follow up and follow through

Dependable

Computer literate and good competency in MS Excel and MS Word

