



### **Project Coordinator:**

Snap-Wall, Inc. is seeking an individual to fulfill a new role in the company for project administration and coordination. The role is task based and requires someone who is detail oriented, organized, and able to manage their time well. Their primary role will be to aid in submittals, maintain documentation, and track job status.

### **Qualifications:**

- Strong Computer skills in Adobe & MS Office Excel, Word, and Outlook
- Detail Oriented/Organized
- Ability to prioritize, multi-task, and meet deadlines in a fast-paced environment
- Willing to learn new skills and take on roles of increasing responsibility
- Excellent Communication Skills
- Good Attendance Record
- Self motivated

### **Responsibilities:**

- Prepare submittals for awarded jobs:
  - Shop Drawings
  - Product Data
  - Samples
  - Safety Manual
  - AHA
  - Change Orders
  - Shop Work Order for Mock-Up Samples
  - Closeout documents
- Gather and Maintain Project Details for Periodic Review with Operations Manager:
  - Preliminary schedule
  - Site/Security requirements
  - Site contacts
  - Lifts/scaffolding requirements
  - Research & Review Hardware Requirements
- Maintain Log to Track submittal approvals and change orders
- Additional tasks assigned as required