SOUTH-FAIR
ELECTRIC
REPUTATION ♦ EXPERTISE ♦ PERFORMANCE

Project Coordinator (PC)

JOB DESCRIPTION
The Project Coordinator (PC) is responsible for assisting the PM/APM in administrative tasks related to the electrical project. The PC will use administrative experience, project experience, be highly organized, and will represent our commercial electrical company in a professional and productive manner to increase our profitability and ensure client satisfaction.

SCOPE OF WORK:
- Accountable for assigned projects/tasks as directed by Project Manager. Work is performed within an established time frame and completed in conformance with quality work standards, within established company guidelines and regulatory compliance requirements.
- Internally: Reports to assigned Project Manager, works closely with team, and interacts with other support staff (i.e., Estimating, Accounting, Human Resources and other staff).
- Externally: Interact with those who are associated with project-related activities. This incumbent may participate in project meetings.

RESPONSIBILITIES:
- Create, write and bill service work, as applicable.
- Assists in timely billing, invoice approval, job costs review, reports, project history, and purchase order history.
- Assists in securing payment for overdue receivables.
- Assists with outstanding invoices and ensuring proper lien waivers are in-house.
- Arrange travel for PM team members, as needed.
- Other duties as required by leadership.

PHYSICAL REQUIREMENTS:
- Ability to remain calm in times of heightened emotional situations.
- Ability to remain sedentary for extended periods of time.
- Ability to work scheduled hours, on-site..
- Possess good vision/hearing (normal or corrected).

QUALIFICATIONS/REQUIRED SKILLS:
- Electrical terminology knowledge is highly preferred.
- Fluency in administrative tasks.
- Associates Degree or 3-5 years of equivalent experience.
- Ability to organize tasks to meet project deadlines.
- Highly computer literate and high-level interpersonal skills.

Note: The above description provides the general details considered necessary to portray the principal functions of the position and shall not be construed as a detailed description of all requirements inherent to the position.

SOUTH-FAIR
ELECTRIC
REPUTATION ♦ EXPERTISE ♦ PERFORMANCE

Project Coordinator (PC)

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee name printed: _____

Employee signature: _____

Date_____