



## **Project & Materials Coordinator**

Steiner Electric, a family-owned and oriented electrical contracting firm established in 1933, seeks to hire a project & materials coordinator to support our delivery of high-quality electrical services and projects to our valued customers. The chosen candidate must enjoy working in a fast-paced environment with a desire to deliver superior customer service and high-quality work both within a team and independently.

### **POSITION REQUIREMENTS:**

- Experience in a project coordinator/assistant role with purchasing responsibilities.
- Electrical industry experience with some knowledge of electrical materials, equipment and procedures preferred.
- Excellent written and verbal communication skills.
- High level of organization and attention to detail.
- Strong computer skills to include Microsoft Office (Word, Excel, Outlook, etc.) with the ability and desire to learn new programs as needed.

### **RESPONSIBILITIES:**

- Support overall materials and services acquisition in the most cost and time efficient manner possible.
- Effectively understand and communicate with field and office personnel regarding the materials or services required and their procurement time frame.
- Interact with suppliers to maintain and negotiate favorable pricing and delivery schedules.
- Partner with internal personnel as a liaison between suppliers.
- Support timely and accurate invoicing and job costing through the entry of materials and services costs in the company's job management and accounting software program.
- Administer construction management software for the company.
- Provide general project assistance to senior leadership and project management teams.
- General office administrative assistance as needed.

### **EXPECTED OUTCOMES:**

- Timely response to customer and employee needs.
- Accurate and complete paper work.
- High customer and field team member satisfaction.
- Profitable projects driven by efficient and cost effective purchasing of materials and service.

### **PAY & BENEFITS:**

Pay is based on your experience and ability. Our benefit package includes medical, dental, vision, life insurance, paid vacation and holidays plus a generous retirement plan with a 10% company funded contribution.

*Steiner Electric, Inc. is an equal opportunity employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, veteran status, or any other protected classification under the law. Because Steiner Electric, Inc. believes in providing a safe work environment, we conduct drug and background checks in our recruiting/hiring processes*