



Project Coordinator

Steiner Electric, a family-owned and oriented electrical contracting firm established in 1933, seeks to hire a Project 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. The Project Coordinator works directly with our Project Managers to assist in all aspects of their assigned construction projects from commencement to completion in a manner that exceeds our client's expectations.

POSITION REQUIREMENTS:

- Minimum of 5 years of experience in an advanced administrative role.
- Advanced computer skills to include Microsoft Office (Word, Excel, Outlook, etc.) with the ability and desire to learn new programs as needed.
- Excellent written and verbal communication skills.
- High level of organization and attention to detail.
- Ability to manage multiple tasks concurrently.
- Electrical and/or construction industry experience is preferred.
- Minimum of a high school diploma or equivalent.

RESPONSIBILITIES:

- Prepare and submit contracts and other project documentation with oversight from management.
- Obtain required permits prior to project start-up.
- Schedule and coordinate project inspections, training, commission, start-up and other meetings as required by contract.
- Facilitate the delivery of tools and equipment to the job site through coordination with internal and external partners.
- Prepare and track Change Orders and Request for Information (RFI).
- Lead the job submittal and closeout process, including the gathering and submission of all documentation, with guidance from the project management team.
- Assist with procuring and pricing materials, contractors, or suppliers for bids and projects.
- Gather required documents for job start-up and close out meetings.
- Manage documentation on Procore, the company's project management software.
- Provide general administrative support as needed.

EXPECTED OUTCOMES:

- Timely response to customer and team member needs.
- Accurate and complete paperwork.
- High customer and field team member satisfaction.
- Profitable projects driven by timely submission of project requirements and change orders.

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.