

Project Coordinator - 2020

Penn-co is looking for a qualified Project Coordinator who can join our team and assist in managing Penn-co's projects. This is an entry level position and could also be a student going into their final year of a civil engineering program or construction management.

Responsibilities:

- Track and log shop drawings, Site Instructions and RFI's
- Communicate and provide information to sub-trades
- Material takeoffs and pricing
- Record keeping and managing shipments
- Schedule coordination
- Site visits and meeting minutes
- Reporting; Safety, LEED and, Daily's
- Report to the Superintendent and Project Manager

Qualifications

- Communication is critical with Superintendent and Project Manager
- Qualified applicants will have a CET or similar designation and experience in construction
- Have experience with Microsoft programs (Word, Excel and Project are very important)
- Very detail-oriented and meticulous
- Be able to be assertive and resolve issues on site and with subtrades
- Will have to be able to work flexible hours periodically as required for site visits
- Will be able to work independently and as a team player
- Will be able to manage priorities

As a leader in the construction industry, Penn-co offers a competitive salary, bonus plan, excellent benefits, and a place to grow.

Interested candidates should submit a resume to careers@penn-co.com

Only those selected for an interview will be contacted.

Building Confidence Through Performance