



Project Coordinator

Reports to: Property Manager

Basic Responsibility:

Project Coordinator is responsible for coordinating engineers including maintaining the Work Order Wonder (WOW) Program. This position will oversee Construction Administration including coordination of contractors and subcontractors. Project Coordinator will cross train with Administrative/Leasing Assistant and cover the front desk when necessary.

Specific Responsibilities

Engineering

- Coordinate engineering.
- Receive tenant work order calls. Follow up with tenants upon completion of requested services.
- Dispatch building engineers to perform requested services and follow-up on work orders. Inform Property Manager of 2nd and 3rd Requests.
- Maintain Work Order Wonder (WOW) Program. Process involves issuing the work orders, monitor outstanding work orders and close out completed work orders.
- Issue Preventative Maintenance work orders timely and follow-up to insure completion of work orders.
- Verify engineer time sheets for accuracy, submit to Property Manager for approval timely and insure timely submission to Human Resources.
- Coordinate Purchase Orders from engineering staff. Submit timely for approval and insure processed properly.
- Coordinate Tenant bill backs for sundry billing preparation from work order requests on a monthly basis. Submit to Assistant Property Manager for processing.

Construction Administration

- Issue and write up job orders upon receiving approval to proceed with projects and/or issue and write up purchase orders as needed upon receiving approval to proceed with projects.
- Create and maintain construction project files.
- Request and maintain current general liability and worker's compensation insurance on all vendors.
- Request and maintain current W-9 information on all vendors.
- Request and maintain lien waivers on construction projects.
- Coordinate Tenant Improvement overage reimbursement for billing preparation upon completion of project. Submit to Property Manager for approval and forward to Assistant Property Manager for processing.
- Request proposals from vendors for various projects.
- Coordinate with approved architectural firms construction drawings and space plans, as needed.

Administrative

- Cross train with Administrative/Leasing Assistant.
- Provide backup services for Administrative/Leasing Assistant for scheduled block times and as needed.
- Answer the phone in the absence of the Administrative/Leasing Assistant.

General

- Project Coordinator will assist in all other Property Management functions as directed by Property Manager and/or Division Head.

Qualifications

The Project Coordinator must possess skills of a team player, self-starter and capable of multi-tasking in which versatility is key. Good secretarial skills are helpful, but equally, if not more important, is managerial ability to handle a myriad of details that face the Property Manager. A Project Coordinator must have good personality, common sense and the ability to handle people.

Signatures:

Employee

Date

Supervisor

Date