

**Project Coordinator**

Reports to Vice President

FLSA: Non-Exempt

Role: Office Coordinator

Location: Woodinville, WA

SR Building Services LLC seeks a dynamic, high energy Office Coordinator associate that is self-motivated and highly organized to succeed in our growing Company. Successful candidates will have a professional attitude and thrive in a fast-paced environment. If you are detail orientated, have excellent organizational skills and are a team player, you may be the perfect person to join our team!

The Office Coordinator associate will be responsible for maintaining an organized and detailed library of project documentation using Viewpoint V6 Software, as well as physical files. The Project Coordinator will be responsible for the administration and control of documents that are received, created or issued as part of the project.

**Essential Job Responsibilities (include but not limited to):**

- Maintain organized and detailed project records using Viewpoint V6 Software.
- Responsible for contract documents, warranties, bonds and insurance.
- Review new contracts, properly assign routing number, and distribute to appropriate personnel.
- Organize and maintain construction records and documents, including shop drawings, requests for information, correspondence, submittals, contract documents, in-house documents, safety documents, closeouts and warranties.
- Assist in Preparing Prepare job specific submittals.
- Proactively anticipate problems and present solutions related to document management.
- Ensure that documents are completed, accurate and in compliance with established procedures.
- Maintain project communications and distribute documents to appropriate project team members for notice and approval.
- Route new documents and related notices for approval.
- Maintain organization of all documents.
- Participate in job hand-off meetings with appropriate documentation.
- Keep an organized database of product data and SDS sheets and approved applicator's letters.
- Become familiar with manufacturer and client websites in order to upload, download, and/or search to find and download documents.
- Handle daily responsibilities and requests from Management.
- Understanding of and commitment to customer service and Snyder's core values.

**Education/Requirements:**

- Two-year college education in business administration or other related field is desired, but not required.
- Equivalent work experience is acceptable in lieu of college education.

**Skills/Knowledge/Abilities Required:**

- Working knowledge of construction-related processes and construction project dynamics, as well as a thorough knowledge of industry practices as related to document management.
- Knowledge of document management systems, such as Viewpoint V6 Software and Prolog.
- Excellent computer skills including advanced knowledge of MS Office, in particular Word, Excel and Outlook, as well as Adobe Acrobat
- Excellent grammar and written/oral communication skills. Excellent research skills.
- Ability to be self-directed, work independently, self-motivate and be highly motivated.
- Ability to prioritize information and multi-task frequently while being timely with tasks.
- Excellent interpersonal skills and the ability to work well in a team environment.
- Detail-oriented, strong organizational and accuracy skills. Dependable and trustworthy.
- Ability to receive constructive criticism and feedback and translate into process improvement.

- Experience with transmitting documents in a variety of ways, based on customer specifications.
- 2+ years previous administrative experience is a plus.
- Provide exceptional customer service to internal and external customers.
- Must maintain professionalism and a positive service attitude at all times.
- Sharp listening skills and critical thinker.
- Ability to work under pressure.
- Confident and personable.

**Benefits:**

Our competitive benefit package includes: PTO, paid holidays, medical/dental/vision coverage (following waiting period, premium is paid 100% by the Company for employee, spouse and dependents) and 401K with Company contribution. Package also includes an additional Wellness reimbursement for up to \$500 per calendar year.

**Travel:**

No travel outside the Western Oregon area is anticipated unless deemed necessary for trainings or other Company needs. Travel to job sites in the region may be required per the direction of the Project Manager.

**Environment:**

The position operates the majority of the time in a typical office environment, spending time at a desk, typing at a computer, talking with people in person or on the phone, taking notes and using standard office equipment. The job also sometimes happens at job sites in the field or shop, walking, climbing ladders, talking with people or in sometimes loud environments.

**ADA Statement:**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**AAP/EEO Statement:**

Snyder provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual preference, or status as a veteran or disabled veteran in accordance with applicable federal laws. In addition, Snyder complies with applicable state and local laws governing nondiscrimination in employment in every location in which Snyder has facilities and/or jobsites. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Passage of a drug test is required at the time of employment. Snyder is a Drug Free Work Environment. Any candidate that tests positive for marijuana or ANY controlled substance and/or alcohol during a pre-employment drug/alcohol screening will not be eligible for hire.