



<b>Job Title:</b>	<b>Project Coordinator (PC)</b>	<b>Supervisor:</b>	<b>Production Manager</b>
<b>Department/Group:</b>	<b>FGS</b>	<b>Location:</b>	<b>Corporate Office</b>

<b>Type of Employment</b>	
<input checked="" type="checkbox"/> Full Time (at least 40 hours per week) <input type="checkbox"/> Part Time (at least 30 hours per week) <input type="checkbox"/> LTE (less than 30 hours or temporary)	Hours per week: __40_____ <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried

**Job Description**

**Job Summary:**

The Project Coordinator is to oversee reconstruction projects from start to finish. In this position, you will review the project and scope of work with the Estimator/Project Manager and the customer. The PC ensures that the project is delivered on time, within budget, and to the required quality standard with the agreed specifications. The Project Coordinator will head projects, manage work crews, subcontractors, and suppliers related to each project to restore properties to their pre-disaster state.

**Principal Duties:**

- **Project Management:** scheduling staff/sub coordination, fire & smoke restoration, contents cleaning and pack-out, deodorization & odor control
- **Drying & Dehumidification:** desiccant dehumidification, structural & wood floor drying, job monitoring & reporting, mold remediation & prevention
- **Water Damage Restoration:** water extraction, air movement & dehumidifying, disinfecting & sanitization
- **Building Stabilization:** maintaining ambient temperature, controlling relative humidity, board up
- Work closely with insurance companies, insurance adjusters, insurance brokers, insureds and all other parties involved in claims and establish a good rapport with all parties and determine appropriate plans to get the building back to pre-loss condition as quickly as possible.
- Review purchase orders and work orders for accuracy with Estimator/Project Manager. Assist in creating purchase orders for non insurance supplemental and insurance supplemental work.
- Oversight for managing and closing new business opportunities through leads and referrals generated by our business development team
- Planning and directing operation staff to coordinate work projects; Ensure project requirements and schedules are created, fulfilled and deadlines are achieved.
- Build and maintain strong, trustworthy relationships with our existing and new clients.
- Manage job progression and fully document each job in detail.
- Work with the Project Manager Administrative Assistant to document all the files with notes, pictures, and scan/upload all paperwork.
- Upon approval of the estimate, the Project Coordinator coordinates with the Client to choose material selections.
- Conduct final walkthrough with the customer.

- Deliver Survey to the Customer for them to complete and mail back to FGS.
- Assist in the payment collection process with the Estimator/Project Manager.

**Skills/Qualifications:**

- IICRC certification and standards acceptance
- Minimum of five years in general construction experience a plus
- Good human relations skills and the ability to work well with others
- Excellent oral and written communication skills
- Possess high attention to detail
- Proficient with PC systems and Microsoft Office software is desirable
- Ability to display professional behavior and dress as required by First General Services

WMC & FGS are equal employment/affirmative action employers.