

Job Title – Project Coordinator**Description:**

RoofScreen Mfg. is looking to add another Project Coordinator to our team. The Project Coordinator duties will follow the project life cycle from booking to fulfillment. This position involves working directly with customers, our design and engineering team, as well as installers when questions arise. We are looking for an individual with a strong construction or design background that can stay organized while multi-tasking the flow of multiple projects and customers at the same time.

Duties will include, but are not limited to the following:

- Review new bookings and collect all necessary info for the design team.
- Review plans and confirm design parameters with customers via issuing RFIs.
- Coordinating & overseeing design with the Engineering Team.
- Work directly with customers throughout design, shipping & installation.
- Issue Change Orders as needed.
- Track individual project pricing for increases & expiration.
- Complete BOL's for fulfillment.
- Track project tasks and progress using web-based Project Management System.
- Documentation management per company standards.

Requirements

- Experience reading Architectural and Structural Plans
- 2 years minimum experience within the construction industry. This can range from the design side to actual construction
- Outstanding verbal and written communication skills
- Excellent customer service
- Ability to stay organized while multitasking across many projects in a fast-paced environment
- Proficiency with common workplace software (Windows, MS Office, Adobe etc.)
- Experience with project management software a plus but training will be available for the right candidate
- Proficiency using AutoCAD a plus

This position includes a competitive salary plus full benefits including paid medical and dental, vacation & PTO days and 401K matching.

Download an application for the above position [here](#).

Please complete and email the application along with your resume to info@roofscreen.com

Applications are also available in .doc format at the bottom of our [Downloads](#) page under "Job Fair Resources"