

# Project Coordinator

## Job Details

- Coordinate all aspects of installation part of bathroom remodeling as directed by Remodel Manager
- Communicate on a daily basis with customers, installers, and subcontractors and be the point person
- Enter, maintain, and create all data needed to be entered in business computer software for Bathroom Remodeling Project
- Assist Remodel Manager and Lead Purchaser administratively as needed
- Ordering product with vendors as needed
- Other functions include: A/R billing for Jobs, filing, and answering phones as needed

## Job Requirements

- Experience in office environment
- Team oriented
- Detailed and able to multitask
- Excellent customer service skills
- Strong verbal and written communication skills
- Proficient in technology (Internet, Microsoft products) & ability to type efficiently
- Experience in construction industry a plus

## Job Benefits

- Vacation
- Sick/Personal days after 1 year
- Contributing IRA after 1 year
- Employer paid Health Insurance

BATH  
BARN