

# Project Coordinator

We are currently looking for a Project Coordinator to support our Project Management team. The Project Coordinator is responsible for assisting the Project Management team to manage the administration of Cox & Company projects. Responsibilities include preparing comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

## **ABOUT COX & COMPANY**

Cox & Company is a growing full-service commercial construction firm offering general contracting and construction management services in the Atlanta area. We specialize in building and renovating best-in-class interior spaces through our experienced leadership, field staff and highly qualified subcontractors. At our core, we strive to build long-term relationships through hard work, integrity and first-class customer service. Our areas of expertise include:

- General Contracting
- Construction Management
- Design/Build
- Program Multi/Site Delivery

## **RESPONSIBILITIES**

- General administrative and clerical support for current and prospective projects
- Organize, maintain project files, filing system and project communications
- Review, track, and update project schedules
- Participate in Purchase and Sale Agreement (PSA) process, tracking and updating calendar and checklist items
- Provide timely project updates on projects in Development, Construction &/or Property Management phases
- Provide information to facilitate questions regarding projects.
- Works directly with the Project Managers and field staff assisting in the setup of new projects within our database.
- Type memos, correspondence, reports and other documents as requested
- Maintains company Master checklist during all phases of each Project
- Update project timeline calendars as needed
- Schedule conference calls, face to face meetings and virtual meetings with approved agenda as needed
- Assist Project Managers with start-up of newly built projects
- Read, understand and translate Legal Documents as needed
- Ability to handle multiple tasks simultaneously and interact with all levels in corporate environment

## **QUALIFICATIONS**

- High School Diploma or Equivalent
- Understanding of Commercial Construction and Property Management skills preferred
- Experience with Procore and Acumatica preferred
- Must be able to compose professional business-related correspondence
- Ability to accurately proofread documents
- Ability to set up and maintain an organized filing system
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to handle multiple tasks simultaneously and interact with all levels in corporate environment
- Strong composition and grammar skills
- Proficient personal computer skills utilizing a Microsoft Office Suite environment with exceptional skills in Word and Excel
- Expert Skills in Microsoft Project
- Effective time management skills, including punctuality, flexibility and reliability
- Strong organizational skills, including planning, scheduling and follow-up capabilities
- Excellent oral and written communication skills
- Highly detail-oriented
- Good judgement and strong ethics

**Please send your resume and salary requirements to [info@cox-co.com](mailto:info@cox-co.com).**