



Project Coordinator

Job Description:

Our growing business is looking for a self-motivated, organized individual who has good computer and communication skills and is interested in construction. The successful candidate will be responsible for assisting our project managers and estimator on construction projects. The project coordinator will be contacting suppliers, vendors, subcontractors, and customers as a project moves from being an idea to a finished building. The project coordinator will also be responsible for maintaining and updating the company website along with minor trouble shooting in house computer problems.

Duties for the Project Coordinator:

- Estimating using various programs
- Take off of material quantities and reading construction documents
- Managing quotes and purchase orders
- Coordinating subcontractor and material deliveries
- Updating project schedule
- In house computer trouble shooting and minor maintenance
- Website updates and maintenance

Qualification Requirements:

- High School Diploma or equivalent
- Valid Driver's License
- Microsoft Excel, Project, and Word proficiency
- Ability to problem solve
- Good written and verbal communications

Additional Desired Skills:

- Auto Cad knowledge
- Some construction knowledge

Job Type: Full Time – Monday through Friday
Occasional overtime may be required

Please email resume to hr@sargent-construction.com or mail to 710 Star Lane, Fredericktown, MO 63645 NO PHONE CALLS

Sargent Construction Company is an equal opportunity employer.

 **Our Business is Building Yours**