



Job title	<i>Project Coordinator</i>
Reports to	<i>Project Manager</i>

Job Purpose

The Project Coordinator supports the Project Manager and Site Superintendents by coordinating project information, documentation, and communication throughout the project lifecycle. This role helps ensure proposals, purchase orders, work orders, subcontractor documentation, and job records are accurate, organized, and completed on time to support efficient project execution, subcontractor payment, and customer invoicing.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Support the Project Manager and Site Superintendents by coordinating the flow of information and required documentation across active jobs.
- Facilitate timely responses to customer Requests for Proposal (RFPs) and Requests for Quote (RFQs).
- Work with the Project Manager to solicit and compile vendor and subcontractor quotes in support of proposal development.
- Prepare and submit SiteLine's proposal in response to customer RFQs.
- Track and manage the receipt of Purchase Orders (POs) and Work Orders issued by customers.
- Issue Purchase Orders to subcontractors and vendors based on approved scopes of work.
- Coordinate the receipt of required proof of work, job tickets, and other supporting documentation from site crews and subcontractors.
- Organize and maintain accurate, up-to-date project documentation to support timely subcontractor payment and customer invoicing.
- Monitor outstanding documentation and proactively follow up with internal teams, subcontractors, and customers to prevent delays.
- Maintain organized digital and/or physical files for all project- and job-related paperwork.
- Communicate regularly with the Project Manager, Site Superintendents, subcontractors, and customers to ensure information flows smoothly between all parties.
- Identify and escalate discrepancies or missing documentation that could delay payment or invoicing.
- Support other administrative and project-related tasks as needed.
- Perform other duties as assigned.

Qualifications

Qualifications include:

- Associate's degree or equivalent experience in business administration, construction management, or a related field preferred.
- 2+ years of experience in a project coordination, administrative, or document control role, ideally within construction or field services.
- Strong organizational skills with the ability to manage multiple documents, deadlines, and stakeholders simultaneously.
- Excellent written and verbal communication skills.
- High attention to detail and accuracy in handling proposals, purchase orders, and invoicing documentation.
- Ability to work collaboratively with project managers, site superintendents, subcontractors, and customers.



- Proficiency with project management, accounting, or scheduling software (e.g., Knowify or Joist) and Microsoft Office Suite.
- Ability to prioritize and follow through on tasks with minimal supervision.

Working Conditions

The Project Coordinator will primarily work from the office, with periodic coordination alongside project managers and site superintendents. Conditions may include:

- Primarily an office-based role with occasional visits to job sites as needed.
- Regular use of computer systems for documentation, communication, and reporting.
- May require flexibility to meet deadlines tied to proposal submissions, invoicing cycles, or urgent documentation requests.
- Frequent communication with internal teams, subcontractors, and customers via phone and email.