



Project Coordinator

About Integrated Sign and Graphic:

Integrated Sign and Graphic is a national leader in the design, fabrication, and installation of comprehensive sign systems and architectural elements, entrusted by many of the nation's premiere developers and architectural firms to brand the public spaces that you live, work, and play.

We are seeking a Project Coordinator to join our growing team. This position supports execution of custom projects for a national sign and lighting manufacturer and installer.

Responsibilities:

- Perform administrative functions necessary to support Project Managers in executing the successful installation of custom projects, including but not limited to: identifying and engaging qualified subcontractors; securing required permit approvals; organizing and distributing drawings to production team, handling transportation logistics; ordering materials specific to the project; establishing, tracking, and maintaining a project schedule; communicating with the customer project details.
- Oversee smaller-scale projects from start to finish as needed.
- Assist, as needed, with project set-up. This includes (but is not limited to) helping to vet project opportunities and the drafting of proposals/bids for those projects.
- Draft correspondence and other formal documents, including change orders, applications for payment, and/or proposals/bids.
- Assist with documents and procedures necessary to administer projects, including, but not limited to subcontractors and self-performing crew members, purchase orders and various communications.
- Arrange conference calls and meetings.
- Participate in project and/or team meetings.

Qualifications:

- Previous experience in a role requiring administrative support in a similar trade. Construction and/or skilled trade experience is preferred.
- Strong interpersonal and communication skills -- both oral and written.
- Proficient with Microsoft Office with specific emphasis on Microsoft Excel.
- Proficient in Adobe Pro.
- Experience with Gantt charts.
- Excellent time management and organizational skills.
- Experience with technology used in construction project administration (preferred).

Growth Opportunities:

- The potential to become a Project Manager is available to a Project Coordinator who excels in their role.

Job Type: Full-time

Pay: \$50,000.00 per year

Benefits:

- 401(k)
- 401(k) 4% Match
- 401(k) matching
- AD&D insurance
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- (4) 10-hour shifts Monday-Thursday
- Hours are 7 AM – 5:30 PM

Work Location: 5801 Kingpost Court, Lexington KY 40509

Company's website:

- www.integratedsign.com