

External Publication for Company Employment Opportunity

Job Title: Project Coordinator

Employment Fraction: Full-time, salary

Location: Corporate Headquarters

Start Date: Within 2 weeks

Department: Operations

City: Richfield

Carrara Companies at a Glance

Carrara Companies is an award winning, diversified general contracting company headquartered in Richfield, Ohio. A locally owned company, its divisions and affiliates are involved in residential and commercial cleaning, construction, and restoration services. The cleaning division is a member of the Steamatic franchise, which operates in 28 countries around the world.

About the Opportunity

The Production Coordinator is responsible for the coordination of construction projects from contract signing through completion. This individual must be able to communicate with the customer, Production Manager, Project Manager, Carpenters/Subcontractors, General Manager, and Insurance Company (if applicable) on all aspects of the job. The Production Coordinator will report directly to their assigned Project Manager.

Core Responsibilities

- Provide exceptional customer service
- Responsible for job profitability while meeting the mission statement.
- Responsible for coordinating the job from contract signing to completion of project, including collection of A/R
- Reporting on the financial/profitability and service aspects of the projects to Project Manager and Production Manager
- Calculate take offs and maximize material utilization
- Material selections and ordering

Qualifications

- Two to four year degree
- Previous knowledge and experience in residential/commercial construction and/or project management preferred
- Ability to plan and anticipate changes in schedule
- Maximizing labor and efficiency
- Customer Service focused
- Excellent organizational skills and detailed oriented
- Able to handle multiple tasks and able to prioritize
- Self-motivated, able to work independently with little or no supervision
- Excellent verbal and written communication skills

Benefits and Compensation

At Carrara Companies, employees are the key to our success. We depend on their talents to meet the challenges of our changing business environment. We are committed to rewarding individual and team efforts through our total rewards philosophy which includes competitive pay plus incentive compensation, 401-(k), medical, prescription drug, dental, vision, and life insurance programs, as well as skills development training. Carrara Companies proudly supports Affirmative Action. Carrara Companies is an Equal Opportunity Employer. Carrara Companies is committed to workforce diversity. M/F/D/V encouraged in applying. No recruiters or agencies without a previously signed contract.

Safety

Safety is a core value for Carrara Companies and is essential to all of our business activities. We ensure employees have the tools, information, and processes to perform their duties in a manner that assures safety for themselves, their co-workers, our customers, and the public. Our goals are to provide a safe work environment, to maintain an accident-free, injury-free workplace, and to promote and maintain public safety. To meet these goals, we dedicate ourselves to achieving world-class safety standards.