

Position: Project Coordinator

Company: August Winter & Sons, a leading mechanical contractor in Northeast Wisconsin, has an opening for a Project Coordinator. We service clients in a variety of industries including: Commercial, Healthcare, and Industrial applications that involve heating, cooling, process, structural and plumbing systems. August Winter & Sons offers a competitive compensation package and has excellent employee retention.

Job Responsibilities:

- Complete all bidding requirements prior to bid due date including retrieval of bidding documents, prequalification, addendum processing, and scheduling of bid deliveries
- Assist with the preparation of bidding documents per specifications
- Assist with the timely preparation of bid correspondence including bid form, bid bonds, letters, presentations
- Assist project managers and field foreman throughout the duration of projects from preconstruction, construction and closeout
- Assist with any contract documents and any related correspondences including change orders, purchase orders, routing of any issued construction documents, RFI's and required permits
- Prepare, submit, and track all project submittals
- Assist in the preparation of scheduling of projects to maintain project completion on time
- Assist project manager with all closeout documents per project specifications
- Provides administrative support for project managers and additional office personnel
- Other duties as they are assigned

Requirements: (Experience / Education / General)

- 2 years of prior administrative experience
- Proficient in Microsoft programs (Word, Excel, Outlook, PowerPoint, Project)
- Ability to enter data quickly and accurately
- Effectively communicate with others by telephone, in written form, email or in person
- Prior experience in the construction industry is a plus
- 40 hours per week (office hours are 7am – 4pm)