



## **Job Title: Commercial Construction Project Coordinator**

**Reports to:** Vice President / Sr. Project Managers

**Department:** Construction

**Location:** Morrow, GA

**Type:** Full-Time

### **Position Overview:**

The Commercial Construction Project Coordinator plays a vital role in supporting the project management team to ensure commercial construction projects are completed on time, within budget, and in compliance with safety and quality standards. Working for a general contractor, this role involves coordinating subcontractors, managing documentation, communicating with stakeholders, and helping to streamline project logistics from pre-construction through closeout.

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### **Key Responsibilities:**

- **Project Documentation**
  - Generate, maintain, and organize project files, including contracts, permits, RFIs, submittals, change orders, and meeting minutes
  - Track project schedules, deadlines, and milestones to assist in timely delivery
- **Coordination & Communication**
  - Serve as a point of contact between the general contractor, subcontractors, vendors, architects, and clients
  - Schedule and coordinate site meetings, inspections, and deliveries
  - Prepare and distribute meeting agendas and minutes
- **Procurement & Subcontractor Management**
  - Assist in soliciting bids from subcontractors and suppliers
  - Help manage subcontractor onboarding, compliance, and contract documentation
  - Track submittals and approvals in coordination with the design team

- **Financial & Budget Support**

- Assist with the preparation and tracking of change orders, invoices, purchase orders, and budget updates
- Help monitor project costs and assist in forecasting

- **Site & Safety Support**

- Coordinate logistics for materials and equipment delivery
  - Assist in ensuring job site safety compliance by distributing documentation and updates
  - Support site superintendents and field staff as needed
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### **Qualifications:**

- Associate or Bachelor's Degree in Construction Management, Engineering, Architecture, or related field (preferred)
  - 2–4 years of experience in commercial construction or a related administrative role
  - Proficiency in construction management software (e.g., Procore, Bluebeam, PlanGrid, MS Project)
  - Excellent organizational and time-management skills
  - Strong written and verbal communication abilities
  - Ability to multitask in a fast-paced environment
  - Familiarity with commercial construction processes, terminology, and documentation
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### **Preferred Skills:**

- Experience working for a general contractor
  - Knowledge of OSHA standards and project permitting processes
  - Familiarity with project delivery methods (Design-Bid-Build / Design-Build / CM at Risk, etc.)
  - Experience with Acumatica/ AutoDesk/Procore
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### **Working Conditions:**

- Primarily office-based with occasional visits to construction sites
- May require extended hours during critical project phases
- PPE may be required when on job sites

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