

## **Project Coordinator – Full Time**

The Project Coordinator plans, organizes, leads, and controls the life cycle of each project to deliver on-time, on-budget and complies with quality status. The Project Coordinator drives the pre-sale and post-sale process to best serve the customer's needs. The Project Coordinator coordinates between the client, sales staff, and production staff, working to ensure that the customer's projects are designed, estimated, fabricated, and installed according to the customer's expectations. This position manages all aspects of the sign project from start to finish by partnering with assigned Sales Executive(s), Designer, Estimator, Operations Manager, Assistant Operations Supervisor and Field Service Supervisor.

### **Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Associates Degree or one-year related experience and/or training; or equivalent combination of education and experience
- Strong sense of urgency
- Ability to react quickly in situations
- Self-start attitude
- High level negotiation skills
- Ability to work independently and within a team environment
- Ability to manage multiple tasks/projects in a fast-paced environment and know what the status is always of all items in each project
- Excellent organizational skills and attention to detail
- Ability to read and interpret documents such as: customer project scope, municipalities zoning code and drawing elevations
- Knowledge of basic math skills and the ability to calculate figures such as: concrete yardage, square footage, and percentages
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Manufacturing knowledge is a plus
- Computer proficient; Knowledge of Microsoft Office Word, Excel and internet research

### **Experience:**

- Project Manager: 1 year (preferred)

### **Education:**

- Associates (preferred)

### **Benefits:**

- 401(K)
- Health Insurance
- Dental Insurance
- Paid time off

Salary will be based on experience

Please send your resume to our Human Resource Specialist & Safety Officer, Sharon Prestopino at [sprestopino@poyantsigns.com](mailto:sprestopino@poyantsigns.com)