



*An Equal Opportunity Employer working in a drug-free environment*

**Position:** Construction Project Coordinator

**Classification:** Hourly

**Status:** Full-time (40 hrs)

**Supervisor:** Construction Director

**Salary Range:** \$43,000 - \$47,000

### **Summary**

Passaic County Habitat for Humanity (PHFH) builds energy efficient, healthy, affordable homes and is seeking a full-time hands-on Construction Project Coordinator for related office work. This individual would be responsible for overseeing the Construction department electronic and paper files, and would collaborate with the Construction Project Manager on building permits and project inspections. A successful Construction Project Coordinator would advance and ensure homes are delivered on schedule and on budget, while ensuring compliance with local and state building codes, grant obligations, and Passaic County Habitat for Humanity's mission, values, policies, and procedures.

### **Responsibilities**

*Responsibilities include but are not limited to the following:*

- Utilize Construction Project Management Software (Co-Construct) to:
  - Process accounts payable invoices for payment.
  - Ensure all electronic Co-Construct and hard file contracts, proposals, and quotes are properly filed.
  - Assist when needed in preparing Sub-Contractor Bids, Contracts, and MSA (Master Services Agreement) in Co-Construct.
- Assist with Audit Record keeping
  - Tracks sub-contractor insurance
  - Tracks sub-contractor pre-qualification forms
  - Tracks sub-contractor W-9s
  - Tracks Tax Exempt forms
- Assist with permit and project development process
  - Ensures all electronic and hard file contracts, proposals and quotes are properly filed.
  - Manages recordkeeping of permit jackets in both Co-Construct and hard files
  - Assists in planning and tracking permit submissions
  - Ensures all permit submission are copied for PHFH records
  - Track proposals and invoices for professional services
- Assists with Project Inspections
- Other duties as assigned

### **Qualifications:**

- College degree or equivalent experience.
- Demonstrated track record of thorough, detail-oriented administrative ability.
- Strong computer skills required. Ability to utilize basic software including Microsoft office and project management software.
- Experience with construction project management software preferred.
- Vendor/ subcontractor management experience preferred.
- Effective communications skills.
- Ability to work with diverse groups of people, as a team. Focused on building relationships.
- Ability to work independently, with little supervision
- Ability to exercise judgment and discretion is critical to success
- Must be professional, and able to set priorities and cope with competing demands in a fast paced environment.