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JOB DESCRIPTION

Job Title:	Project Coordinator	IPP:	GREEN
Job Level:	L1	Job Series:	OPS
Reports to:	Manager Special Projects	FLSA Status:	Exempt
Department:	Operations	Division:	Operations

The Company: Inside Edge is a progressive, entrepreneurially spirited company headquartered in Eagan, MN. Named a 3X Top 100 Workplace, the company originated in 2004, and has grown to be the national leader in commercial retail flooring services. We do business with the nations "Top 40" retailers (i.e. Kohls, Target, Dick's Sporting Goods, Office Depot, Party City, Best Buy, Gander Mountain, etc.) and the top Senior Living chains. The company's program approach is unique in the market and is supported by industry leading technology - - including a proprietary IEX on-line project management system - - which has enabled significant growth.

Job Summary: This role coordinates flooring installation projects. The includes monitoring ongoing jobs, scheduling and participating in inspections, guiding installation teams, communicating with on-site customers and completing paperwork and/or properly inputting all job related details into the IEX on-line project management system. In this role, the project coordinator must have the flexibility to work in the office and in the field (as required). A significant amount of time is spent on the phone keeping crews on schedule and customers up-to-date and informed on a daily basis. The job requires the ability to juggle multiple projects and tasks at one time and can require responsiveness at a fast pace. The person in this role needs to be comfortable with changes and highly adaptable, while still having a respect for procedures.

Essential Functions/Accountabilities:

- To ensure that flooring projects are coordinated and move forward in a timely, cost-effective manner and make changes and adjustments as needed.
- To proactively apply strong problem-solving and customer service skills to effectively see the project thru from start to completion - - including assuring final inspection - - to the satisfaction of the customer.
- To have a keen eye for detail and a respect for protocol and the ability to follow procedures with accuracy.
- To occasionally work evenings and weekends to facilitate solutions when necessary (i.e. where down time or deadlines demand).
- To identify areas for improvement with a view to maintaining and enhancing the reliability, stability, integrity, and security of the computing systems.
- To document solutions and to ensure others are informed of changes and developments.

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- To “own” problems and see them through to completion and keep stakeholder parties involved and informed at all stages, as necessary.
- To attend liaison/team meetings as required to share information regarding IT changes and developments and to gather information about future needs or projects.
- To demonstrate an “I can” attitude and help the organization stay on the cutting edge of new technologies that can advance our business and create new efficiencies.
- Establish, organize and maintain project assets and records, ensuring complete accuracy and confidentiality.
- Commit to professional development through self-paced study and/or relevant training as approved by Manager.
- Performs other related duties as assigned.

Special Note

Work in office environment vs. outdoor on-site construction.

Competencies

- Problem-solving
- Oral Communication
- Written Communication
- Interpersonal Skills
- Computer Literacy
- Keyboard Skills
- Organization
- Planning
- Reading Skills
- Time Management
- Attention to Detail
- Flexible Schedule

Qualifications

One of the following:

- Bachelor’s Degree in Construction Management desirable
- 2-Year Degree from Technical College Construction Management Program with minimum 2 years of industry experience
- High School diploma and two to five years of practical work experience.
Internal Candidates: Minimum of 1 year of experience within Inside Edge.