

JOB DESCRIPTION

Job Title: Project Coordinator
Work Location Eagan, MN
Reports to: PC Team Lead
Department: Operations

Revised: January 2, 2020
FLSA Status: Full Time /Exempt
Direct Reports: None
Travel Required: None

Job Summary/ Objective: This role coordinates small to medium sized flooring installation projects. This 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. 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:

- Ensure that flooring projects are coordinated and move forward in a timely, cost-effective manner.
- Work closely with Inside Edge's flooring Service Provider Network to ensure best quality installations.
- Work closely with Inside Edge's customers – both at project and corporate level, to ensure maximum satisfaction.
- Proactively apply strong problem-solving and customer service skills to effectively see a project through from start to completion.
- Manage a budget for each project, including sourcing labor, variance documentation and vendor invoice reconciliation.
- Document project progress – in both Inside Edge's project management system as well as customer project management systems.
- Occasionally work evenings and weekends to facilitate solutions when necessary (i.e. when unforeseen issues arise on-site).
- To take accountability for issues, seeing them through to completion while keeping stakeholder parties involved and informed at all stages, as necessary.
- Attending team meetings as required to share information regarding project progress and developments and to gather information about future needs or projects.
- Committing to professional development through self-paced study and/or relevant training as approved by Manager.
- Have a keen eye for detail and a respect for protocol and the ability to follow procedures with accuracy.

Competencies

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

Work Conditions

Requires the ability to communicate with employees and vendors in an office environment full time.
 Requires the ability to frequently use the computer and telephone

Qualifications

- Bachelor's Degree in Construction Management desirable.
- 2-Year Degree from Technical College Construction Management Program desirable plus a minimum 2 years of industry experience.
- High School Diploma or equivalency and 3 to 5 years industry experience.
- Internal candidates, minimum of 1 years of experience within Inside Edge.

Performance Factors on Core Values

Integrity	Energy	Collaboration	Innovation	Service
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Demonstrated through....

1. Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work safely, timely, accurately, in a thorough manner and is conscientious about assignments.

2. Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues and individuals inside and outside the Company.

3. Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Author:	Michelle Hagel	Title:	PC Lead
Approved By:	Anne L. Olson	Title:	Human Resource Director

This is an accurate description of the essential functions of my position.

Signature: _____ Date: _____