



Project Coordinator (Full Time)

Job Location: Based in Elkhorn, Wisconsin, with travel throughout Wisconsin and Northern Illinois.

Principal Duties & Responsibilities: Takes orders from and reports directly to Executive Management, Project Managers, and Project Team Coordinator with all project administration functions including, but not limited to the following areas:

- Back up to Project Administrator for answering all incoming telephone calls and faxes for both internal and external customers.
- Fully versed in project administration databases including: RAS, Job Log and Outlook.
- Assisting Project Managers and Project Team Coordinator with:
 - Completing RFP information sheets
 - Inputting RFP information into Outlook
 - Bid packages and Pre-qualification materials
 - Assisting with subcontractor coordination
 - Assisting with filing of notifications
 - Requesting project related Certificates of Insurance
 - Processing and follow-up of inspection surveys
 - Update XRF Utilization Log
 - Update Drone Flight Log
- Weekly Schedule Preparation and Distribution
 - Preparing Tool Box Talks for Project Books
- Following up on proposals sent to prospective and current clients as directed by Project Team Coordinator.
- Responsible for updating of the project job log on a twice-weekly basis.
- Preparation and distribution of Proposal Follow-Up report for weekly scheduling meetings.
- Preparing, assembling, disassembling and distribution of Project Books and Operation & Maintenance (O&M Books).
- Gather contact leads from project managers and other sources, sharing with the Vice President and Marketing.
- Fulfilling Field Personnel Requests
- Filing of materials for project job files and contractor files.
- Stock paper and supplies in equipment room and field manager drawers. Keep document server up to date with most recent forms.
- Prepare/stamp job files
- Other responsibilities and projects as assigned.

General Administration

- Maintain a professional working relationship with co-workers, clients, vendors, sub-contractors and governmental agencies.
- Attend staff meetings as required.
- Cross-trained with office personnel as required.



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Qualifications:

Education: Associate degree in a business-related field required.

Experience: No prior experience necessary.

Skills: Candidate must possess a solid knowledge of Microsoft Word, Excel and Outlook in a PC networked environment.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and/or feel objects, tools or controls, reach with hands and arms and talk and hear. The employee frequently is required to stand, sit, bend, twist, squat, reach and walk.
- The employee must have the ability to communicate orally, both by personal contact and by telephone contact, in a clear manner.
- The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to distinguish people or objects at varied distances under a variety of light conditions.
- The employee must be aware that computers may or may not cause a certain amount of radiation.

Legal and other Requirements:

- Must be eligible to work in the United States.
- Must be at least 18 years of age and possess a strong work ethic.
- Must have a reliable means of transportation to and from work, along with a valid driver's license and proof of insurance.
- Must comply with company's pre and post-employment drug testing policy.
- Must sign disclosure and consent for background release, confidentiality agreement and non-compete non-disclosure agreement as a condition of employment.
- Successful completion of industry related awareness trainings.

Wages and Benefits:

- Base hourly rate based upon experience.
- Job performance reviews after three and six months; three-month probationary period.
- Life Insurance after three months successful company service.
- Service Award and Birthday program after three months successful company service.

This position description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description.

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