

Job Opening

PROJECT COORDINATOR / PROJECT MANAGER

National Enclosure Company (NEC), one of the nation's most reputable glazing contractors, is looking for Project Coordinators and Project Managers for projects in the Midwest and Eastern United States. The candidate should be prepared to work in a fast-paced environment under the direction of the Senior Project Manager and/or Project Management team assisting with all project related tasks. This is a great opportunity to gain experience and grow your career with an industry leading company.

Day to Day Responsibilities:

Assist with all project related tasks. Preparing and tracking construction documents to include but not limited to RFI's, Submittals, Drawing Logs, etc. as well as assist with field production and safety requirements.

Responsibilities:

- Complete project take-offs and cost estimates
- Assist in weekly tasks and job meetings
- Assist in material, tools and equipment orders
- Assist in tracking equipment orders and scheduling deliveries in accordance with construction schedule
- Assist with project closeout (i.e. punch lists, final invoicing, filing)
- Solicits and maintains communication with subcontractors and vendors
- Assist in compliance with specifications and quality control
- Assist in the review of proposed change orders and their validity
- Assist in the review of architectural plans for completeness and compliance with standards
- Participate in production meetings
- Complete specific assignments, as requested by project team

Requirements

- 1-5 years of experience
- Travel required
- Highly motivated and capable of handling multiple situations in a fast pace atmosphere
- Maintain a professional appearance
- Strong communication skills
- Proficient in construction document control RFI's, submittals, transmittals, schedules
- Ability to conduct oneself professionally in a business setting
- Exhibit strong organizational, time management, and detail-oriented skills.
- Demonstrate excellent communication and interpersonal skills.
- Proficient in PC programs, including Microsoft Office.

**Competitive Salaries, Health Benefits, 401K, Sick and Holiday Pay available.

Please send resumes to Jennifer Weyher: jweyher@nceusa.com