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14425 James Road | Rogers, MN 55374 | Phone: 877-294-9314 | [www.bellproarch.com](http://www.bellproarch.com)

## Project Coordinator

### Summary

Under the direct supervision of the Lead Project Manager, this position performs multiple duties such as, but not limited to: entering PO's into QuickBase, assisting Project Managers, and working on special projects as needed.

### Essential Functions:

Manage BellPro processes for multiple jobs to ensure on-time completion/delivery to customer while meeting the customer needs.

Coordinating of timelines with the Director of Operations to ensure timely delivery of finished materials to vendors/customers.

Process BellPro Workmanship Warranties for all projects with a base value of \$5,000 or greater. These documents will be sent to the customer after full payment for the job is received.

Request Finish Warranties from painting vendors for all jobs with a base value of \$5,000 or greater. This process includes referencing the services provided by the vendor (i.e. powder coating railings, powder coated sun-shades, etc.), providing a completion date (the date the warranty begins, usually the ship date from the vendor) and any additional pertinent information required by the vendor to issue the warranty. These documents will be sent to the customer after full payment for the job is received.

Process Purchase Orders as needed for Project Managers. Routinely check-in on the delivery status of POs from vendors, initiate or request color samples for jobs, send out color samples to customers for approval, etc.

Assist Project Managers in compiling LEED certificates for all projects with a base value of \$5,000 or greater. (This information should be requested on the BellPro PO issued to vendors, when applicable.)

Confirm email delivery of all pack slips to customers as a job is shipped from the shop.

Submit invoicing to accounting with the details provided by the Project Manager.

Compare sales quotes and estimates to actual job costs on a weekly basis. Flag any unusual or discrepancies for the team to discuss.

Handle confidential information in a professional manner.

Create SOV's (maintain a log on the shared drive) for PO's as entered into QuickBase.



### **Competencies**

1. Attention to detail and problem-solving skills
2. Excellent time management skills
3. Excellent written and oral communication
4. Ability to multi-task and prioritize work
5. Flexibility
6. Creative mind with ability to suggest improvements
7. Ability to work independently and in team environment
8. Must be self-starter
9. Ability to work in a fast-paced work environment

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, and filing cabinets.

### **Physical Demands**

This position is primarily sedentary. While performing duties of this job, employee is regularly required to walk in warehouse to check on jobs.

### **Position Type**

This is a fulltime position /salaried.

Monday – Thursday 6:30am to 4:30pm, and Fridays 6:30am- 11am

### **Education and Experience Requirements**

Previous experience in managing large scale projects and process knowledge from quote to completion is preferred but not required. Proficient in Microsoft Excel, Word, and Outlook. Experience reading and understanding blueprints is helpful. Must have excellent oral and written communications skills. Previous experience in record keeping or office management role.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



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**Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_