

## **Project Coordinator**

At Mid City Corporation, we are constantly striving to provide exceptional customer service while tackling the most challenging of problems for our clients. As a project coordinator for the civil division, you will work with senior management on commercial, industrial, and municipal infrastructure projects. We are looking for a driven, client-focused individual to grow with our team.

### **Tasks**

- Assist Directors with daily responsibilities including maintenance of contracts, subcontracts, and purchase orders
- Maintain electronic file management including project submittals, reports, certified payroll, plans, and specifications
- Assist with project bid preparation including communicating with suppliers and subcontractors
- Work with governing bodies to obtain all necessary permits
- Prepare and process proposals and contracts
- Project closeout and deliverable preparation and distribution

### **Qualifications**

- Bachelors degree in engineering or construction management or at least five years construction administration experience
- Experience with EJCDC and AIA contract documents
- Ability to work independently, manage multiple tasks, set priorities, manage time effectively, and meet deadlines
- Self-starter
- Excellent verbal and written communication skills
- Superior attention to detail
- Ability to troubleshoot and resolve issues
- Positive attitude
- Proficiency in Microsoft Office Suite
- Professional demeanor and appearance

### **Desired Skills**

- Experience working in the construction or engineering industry in a project coordinator or administrative role
- Familiarity with Procore or other construction management software packages

Mid City is an equal opportunity employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status, disability, sexual orientation, gender, or any other class protected by law.