

building ONE consulting, llc

Position Opportunity

Project Coordinator

Building One is looking for a Project Coordinator to join our growing team. The Project Coordinator work directly with Project Managers to complete pre-construction peer review reports, construction quality monitoring reports and site visit reporting, along with other administrative tasks. The Project Coordinator will coordinate activities associated with owner representation in new, redevelopment, and CIP projects to include construction draw monitoring reporting, design document review and approval processes to ensure project accuracy and quality. The position requires coordination with Project Managers to manage project budgets and schedules. Excellent communication with Project Management individuals, company's clients, follow-up, and coordination with project team members including contractors, developers, consultants, municipal officials, and project investor/equity partners is integral in this role.

A little about us.

Building One is an accessibility consulting firm that provides technical expertise to architects, owners, investors, and contractors. We have a specific focus on the Americans with Disabilities Act and remediation of facilities that are out of compliance with the ADA Standards. We are primarily based in Denver, CO, but we have additional remote employees, and our business is nationwide. We are a small company in which all our employees wear many hats. Much of our work is highly technical, and our employees regularly engage in research to improve our knowledge in a variety of construction and design subjects. Our culture is one of collaboration, intellectual curiosity, technical expertise, and integrity. We are a connected group that engages in a hybrid work environment.

A little about you.

The Project Coordinator position requires use of Microsoft Excel and Word as well as mobile or web-based applications for project management and reporting (Site Audit Pro, Procore, Latista, etc.). Position requires beginner level knowledge in reading construction documents including drawings, project manuals, contracts, schedules, correspondence including RFIs, ASIs, change orders, contingency logs, etc. Candidates must have a keen attention to detail and be able to effectively manage daily objectives. Typically, a Project Coordinator is an administrative type position with the goal of becoming a Senior Project Coordinator or an Assistant Project Manager. Depending on the skill level of the individual, a Project Coordinator should expect to work between two to four years to obtain the necessary skills to be considered for the role of a Senior Project Coordinator or an Assistant Project Manager.

A little more detail.

Building One employs Project Coordinators with varying degree of specific field knowledge to manage specific project requirements. We provide a range of third-party consulting including expert level consulting services in the areas of accessibility and building enclosure/waterproofing. Building One typically

contributes to projects through drawing review during the design process and by providing observation and reporting during construction.

The Project Coordinator is expected to work on several projects assigned. Individuals in this role must manage their time effectively to meet project deadlines while being able to be flexible enough to shift priorities to meet client needs. Building One provides services on projects across the United States. This position may require local, in-state travel to project site and client meetings. In rare cases, the position may require travel to sites out of state.

The Project Coordinator will report directly to the Denver Regional Manager for assignments, but the position involves teamwork with other staff to support the successful completion of billable work. After an initial probationary period, it is likely that this position can be performed remotely a significant amount of the time. However, it is expected that the employee will be able to come to the Denver office during working hours on an as needed basis with minimal notification. The job may allow some flexible hours, but the employee should be available during normal business hours except during approved time off.

Minimum Position Requirements: (Please do not apply without all of the following qualifications.)

- Associates Degree with focus business administration, construction management, or similar field.
- High level of proficiency in Microsoft Suite programs using either a Mac or PC interface. Programs typically used include Word, Excel, and Outlook.
- Proficient with either Bluebeam or Adobe Acrobat Pro.
- Eagerness to improve skills and knowledge over a wide range of topics, and open to learning new skills through execution of required tasks using both formal and informal learning methods.
- Strong written communication skills.
- Ability to communicate effectively in both verbal and written formats.
- Ability to proofread and edit documents in multiple writing styles.
- Excellent organizational skills.
- Ability to track multiple tasks on various timelines simultaneously.

Preferred Candidate Attributes: (Any/all of these are considered beneficial but not required.)

- Experience working in a construction or design/engineering firm.
- Interest and ability in graphic layout or page design.
- Bachelor's Degree with focus on business administration, or similar field.
- Basic knowledge or experience using Procore, Site Audit Pro, or Latista software to manage projects.

Starting annual salary commensurate with candidate's qualifications and experience. (\$50,000 - \$60,000)

To Apply:

Please send resume and cover letter to dana.barton@building-one.com. Please use your cover letter to describe how your unique abilities will fit with the team at Building One. Responses without cover letter will not be considered.