



Job Description and Duties of Construction Coordinator

Department: Support

Status: Non-exempt

Reports to: Chief Estimator

Schedule: Monday through Friday (minimum 40 hours/week)

Job Description: The Construction Coordinator works within the Support Department and is responsible for the integrity of our purchasing & inventory system and companywide communications regarding changes to the system. The Construction Coordinator works closely with the Chief Estimator, suppliers and vendors.

Physical requirements:

- Stand, walk, bend, stoop, sit at a desk;

Skills/Qualifications:

- Landscape related work experience;
- Strong knowledge and understanding of purchasing procedures;
- Basic knowledge of business principles and processes and office protocol;
- Microsoft Operating System and Office Applications, including strong Excel skills;
- Ability to work independently and as part of a team;
- Self-motivated and proactive;
- Highly effective and persuasive communication skills;
- Vendor relations management;
- Filing and document management;
- Proficient and accurate ten-key and keyboard data entry;
- Process improvement and documentation;
- Attention to detail;
- Ability to type and operate standard office equipment on a daily basis;
- Time-management, prioritization and organizational skills;
- Observant, analytical, inquisitive and attentive.

Goals of position:

- Contribute to the integrity of company purchases through verification and maintenance of all required purchasing documents;
- Ensure that purchased materials are utilized properly through effective communication regarding inventory items;
- Maintain the database such that all users are informed of item status and reporting tools are able to be used at maximum utility; {inventory trace, adjustments, ongoing maintenance}

- Expand bandwidth of Purchasing Team through added vendor vetting and obtaining samples as directed;

Duties:

- Review documents submitted by buyers for prospective vendors to ensure compliance with all requirements;
- Organize documents submitted by vendors at time of Purchase Order submission or delivery of goods;
- Resolve receiving error issues;
- Maintain costing file and pricelists;
- Provide non-inventory purchasing support including following established guidelines and procedures for non-inventory purchases and maintain preferred vendor list;
- Perform item master maintenance transaction in all appropriate databases and systems;
- Update Purchase Orders with current delivery information;
- Coordinate Product Change Notification Process;
- Oversee Receiving Standard Operating Procedure's by ensuring they are current to meet compliance requirements and verify they are being followed;
- Develop relationships with suppliers to resolve delivery and quality concerns and obtain documents;
- Work with Controller on payroll;
- Assist Chief Estimator with projects as needed.