

JOB TITLE: PROJECT COORDINATOR

DEPARTMENT: CONSTRUCTION

DIVISION: WESTERN REGION

FLSA: NON-EXEMPT

DATE OF REVISION: February 11, 2016

1. PRIMARY FUNCTION

Provide administrative support for assigned projects and their respective project related managers, i.e. Development and Project Managers. Finalize the draw package components and consolidating regional draws and submitting to lender timely and accurately, as well as providing support to regional personnel in relation to draw processes and procedures.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)

- Process all billing associated with a project, as follows:
 - Process credit applications
 - Set up vendors for payment
 - Code billing
 - Process petty cash reports
- Prepare subcontractor contracts for Project Manager as directed. Obtain required approvals. Forward complete contract package to subcontractor/vendor. Distribute pending copies to all parties involved.
- Obtain appropriate signatures on all returned subcontracts, log in system, and send copies to all parties involved. Forward to Accounting for entry in system.
- Prepare contract change orders as directed by Project Manager. Obtain required approvals. Forward change order to subcontractor/vendor. Distribute pending copies to all parties involved.
- Maintain a current Contract Status Report.
- Obtain insurance, W-9 forms, lien releases from Subcontractors/Vendors.
- Code and process weekly invoices.
- Review, code and process subcontractor/vendor pay applications and invoices each month in accordance to deadlines set forth by Accounting Department and Lender requirements.
- Review, code and process subcontractor/vendor pay applications for those that have been designated and approved for bi-monthly payments.
- Process monthly invoices for development.
- Prepare monthly construction and development draw packages.
- Distribute completed draw application to owner for distribution to lender, mezzanine lender, equity partner, and inspecting architects.
- Enter all journal entries associated with the draw while completing the monthly draw package. Includes billings, funding, & fee.
- Work with accounting group to reconcile billing/receivable accounts.
- Act as a liaison with the Business Systems team to resolve system-reporting.

The is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)

- Act as liaison for the jobsite/Construction Manager with Corporate Office.
- Prepare transmittal package which includes a cover letter outlining draw due dates, insurance requirements, submittal data, draw schedule requirements, Subcontractor Application for Payment instruction sheets, Release of Lien form letter and actual draw form for the first draw.
- Field questions from Subcontractors/vendors on draws/invoices.
- Process check requests for fees, permits, water meters, etc.
- Coordinate payment of additional equity draws and SOV draw payments.
- Order supplies for jobsite as needed.
- Help implement policies and procedures that are draw related.

4. KNOWLEDGE AND EXPERIENCE REQUIRED

A. EDUCATION:

- High school diploma or equivalent, some additional vocational training, and professional knowledge of business discipline is required.

B. LICENSES OR CERTIFICATIONS REQUIRED:

C. RELATED WORK EXPERIENCE: []

- | | | | |
|-------------------------------------|--------------------|--------------------------|------------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | 4 - 6 years |
| <input type="checkbox"/> | 6 months to 1 year | <input type="checkbox"/> | 7 - 9 years |
| <input checked="" type="checkbox"/> | 1 - 3 years | <input type="checkbox"/> | 10 or more years |

Describe the nature of the prior experience (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

- A minimum 4-6 years experiences in business & professional procedures; must be proficient in Microsoft Office applications [Excel, Word & Power Point a must]; capable of preparing reports in a professional presentation format with attention to detail; and adhere to strict SEC* document keeping procedures

D. OTHER CONSIDERATIONS (communications, interpersonal skills, etc.):

- Should possess a high level of professionalism, organization and ability to maintain confidentiality. Should have excellent communication skills, both written and verbal. Should be a self-starter and able to work with little supervision. Should demonstrate managerial skills appropriate for this position.

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APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

[See following page for Physical Demands]

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