



Job Title: Project Coordinator

Reports To: Operations Manager /
Controller

**FLSA:
Status** Exempt

Location: Lansdale, Pennsylvania

Job Hours: Full-time / Part-time

Who We Are

We're an entrepreneur, fast-growing team of project managers, estimators, superintendents, safety and administrative support personnel. As leaders in quality construction management, we're committed to providing impeccable service to our clients, a safe work environment for our team, and an opportunity for our employees to grow and enjoy the benefits of work/life balance. Here at ALLY, we cultivate a collaborative environment that values tenacity, attention to detail, and comradery. Since outstanding customer service is our best product, we strive to build long-lasting relationships with our entire customer base.

Position Summary

As a Project Coordinator reporting to an Operations Manager and Controller, you will provide administrative support to assigned personnel within the various project teams. This role assists in managing, coordinating and overseeing different activities related to planning, implementing, marketing and evaluating projects. Each assignment will focus on providing day-to-day oversight of administrative and operational functions in order to achieve project sustainability and success in accordance with defined target, strategies and goals. This position requires outstanding interpersonal skills, client service attitude, attention to detail, and superior multitasking abilities.

Responsibilities and Accountability

- Work with team to create general correspondence, memos, transmittals, etc. for assigned personnel to include Vice Presidents, Project Managers, Estimators, Field Personnel and Operations/Finance team.
- Maintain an extensive job file system with documents to include those of individual subcontractors.
- Upload contracts for subcontractors and clients while ensuring proper documentation,

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exhibits, etc. are included and executed.

- Scan various documents and compliance support into the system for all projects as needed.
- Assist PM's with the job setup creation in the system for new projects won.
- Import budgets into the system for new projects.
- Process, approve and follow through all bulletin proposals for extra work as required by tenants/owners as needed.
- Assist in the billing process by helping prepare monthly application for payment to the owner for each project under construction for all assigned construction personnel.
- Process all contracts, purchase orders, and change orders for all projects under construction for all assigned construction personnel including working with vendors and subcontractors to obtain required documents and signatures.
- Prepare various documents and reports as requested by the Project Managers.
- Assist Operations/Finance team in gathering required information for payment (i.e. insurance certificates, waivers, etc.) as requested.

Required Knowledge, Skills and Abilities (KSA)

- Must be a Team Player.
- Ability to work in a fast-paced environment under time constraints.
- Excellent computer skills with Microsoft Office (Word and Excel), Jonas Premier and Microsoft Project.
- Detail oriented, organized, proven ability to multitask and prioritize.
- Customer service oriented with strong verbal and communication skills.
- Flexible availability; able to work overtime, if needed.
- Must have reliable transportation.
- When driving on company business, a clean driving record, valid driver's license, properly maintained employee-owned vehicle with the state minimum mandated levels of auto liability insurance are required as a condition of employment.

Minimum Required Education

- BS preferred but not required.
- 1 to 3 years of related experience.



ALLY Construction Services offers a competitive salary and benefits package. To be considered, please email us your resume with the position you're applying as the subject line to ALLYProud@gmail.com

ALLY Construction Services is an Equal Opportunity Employer

Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.
