

**Position:** Project Coordinator

**Date:** 10/02/2009

**Location:** Lester PA

**Posting #:** 10-79

**Job Description:**

- Participate in customer site visits, proposal development, and contract development/reviews to ensure complete understanding of scope, contract obligations, and risk
- Support communication with Project Sales Representative over the course of the project, relating to changes affecting the job scope, schedule, or budget agreement
- At the direction of the lead project manager, coordinate with client representatives, engineers, vendors, suppliers, customers and others throughout the design and planning phase of the project
- Assist the branch project team to develop and maintain an overall project schedule, to be updated regularly and distributed
- Develop ability to interpret critical path items and anticipate problematic issues that historically challenge schedules, construction, and impact project costs. Identify these issues and work with project leader to develop solutions to overcome potential problem areas
- Routinely communicate the project status, including schedule, financial and risk alarms, quality, safety and other key areas
- Learn to interpret potential scope and schedule changes in an effort to assist the development and submittal of essential project change orders
- Coordinate temporary project support facilities, including communications/data networking, and identification of local resources (housing, vendors, etc.)
- Must be willing to travel as needed
- Full-time position, benefits, salary, compensation package, incentive pay

**Qualifications:**

- Bachelor's or Associate's Degree in Building Construction Science, CM, Civil Engineering or equivalent is preferred
- Proven ability to organize multi-million dollar projects effectively, within budget, and on schedule
- 5 years experience preferred in construction, preferably on large commercial/multi-disciplined/complicated
- Knowledge of heavy lift equipment and/or plant operations is a plus
- Demonstrate understanding of engineering plans and specifications for civil and electrical work
- Experience with MS Office and MS Project, effective written and oral communication skills
- Must possess a valid driver's license, must pass drug test and background check

Contact [hr@barnhartcrane.com](mailto:hr@barnhartcrane.com) with any questions or submit your resume via email.

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