



JOB DESCRIPTION

Project Coordinator

We are looking for a Project Coordinator to support the Development and Construction team on ground up development projects from inception to the completion of construction and tenant build-outs. Primary responsibilities will include, but are not limited to:

Development

- Construction administration tasks from pre-construction through close-out.
- Manage the monthly draw process and track invoice payment.
- Assist in the creation and maintenance of project budgets and forecasts.
- Maintain and update monthly reporting documentation and deliverables for internal use and for external partners.
- Schedule and attend meetings, take meeting notes, document the status of the project and distribute to team.
- Assist with new project setup across multiple systems and departments.
- File management and document control of project reports, change orders, drawings, and other project materials.
- Assist with project close-out documentation.
- Provide clerical assistance, research, and support to the Director of Development.

Construction Management

- Generate invoices for construction management projects (average ~150 projects annually), as needed
- Work closely with project managers to effectively track CM fees, payment due dates and outstanding invoices.
- Schedule and attend construction meetings, take meeting notes, document the status of the project and distribute to team.
- Provide clerical assistance, research and support to the construction team
- Provide assistance with CM fee year-end budgets and projections

When needed, secondary responsibilities may include, reception coverage and clerical assistance to surrounding executives and office manager.



Requirements

- Self-starter that is eager to learn and be part of the team.
- Ability to manage multiple projects simultaneously.
- Strong collaborative spirit and sense of teamwork
- Effective and professional communication skills, oral and written.
- Strong organizational and time management skills.
- Highly proficient in Microsoft Office, particularly Excel
- College degree with 1-3 years of professional work experience (ideally in real estate, development or construction management)

Compensation & Benefits

Competitive salary based on experience.

We are pleased to offer comprehensive benefits including medical, dental and vision insurance, flexible spending accounts, company-paid life insurance, short and long-term disability as well as 401k plan with match.

Please CLICK below to submit your resume

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Hazel Nivaud, Office Manager