

# LEGACY

DEVELOPMENT · DESIGN · CONSTRUCTION · SALES

## **Functional Role** **(Project Coordinator)**

**Job Title:** Project Coordinator  
**Reports To:** VP of Construction, Director of Construction  
**Supervises:** None  
**FLSA Status:** Exempt  
**Department:** Construction  
**Prepared by/Date:** HR  
**Approved by/Date:** February 21, 2018

We are a *customer-centric* organization that builds value through proven success in *leadership, integrity and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. A Legacy home or community respects the place and creates the space where people love being home.

### **Summary** and skills needed.

Project Coordinator responsibilities include working closely with our Project Manager to prepare comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

We are looking for a long-term player who wants to learn and grow with our company. The effective results achieved by the Multi-Family team are paramount to the long-term success of the Legacy Companies.

### **QUALIFICATIONS:**

- **Education:** A 2-year college degree and or technical training in a relevant trade is preferred but not mandatory. A Bachelor of Science degree in Business Administration is preferred.
- **Experience:** Previous work experience in a trade or with a multifamily / commercial building construction contractor.
- **Attendance:** This position is exempt from overtime. It is scheduled for a typical 40- hour workweek, however, demands can be great, and the associate should expect to work significantly more hours.

# LEGACY

DEVELOPMENT · DESIGN · CONSTRUCTION · SALES

**Major Responsibilities and Activities include the following. Other duties may be assigned.**

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Prepare correspondence and send out for project team
- Insurance for MCS and vendors
- Oversee project procurement management
- Monitor project progress and handle any MCS issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blockers
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests
- Project closeout and turnover to owner and/or owner's representative
- Project accounting Owner Draws, payment schedules, processing draws and invoices,
- Contracts, subcontract, change order preparation and distribution
- Setting up and maintaining files and logs
- Other duties to assist in the successful operation of the construction department

## **Additional Responsibilities**

Skilled level of Microsoft Office and RedTeam Construction Management Software;  
Team Player  
Problem Solver  
Good Communication Skills

## **LEGACY CORE VALUES**

### **Innovative**

Embrace change, solve problems, self-improvement

### **Do the Right Thing**

Honest, integrity, and pride - no corner cutting even when hard.

# LEGACY

DEVELOPMENT · DESIGN · CONSTRUCTION · SALES

## **Team Approach**

Positive, Respectful, encouraging team player

## **Customer Focus**

Internally with team and externally

## **Perseverance**

Never give up, find solutions for problems

100% complete

## **Passion**

Use your passion as a fuel for your purpose, and encourage others

---