

Electrical Project Coordinator – Job Description

The LiveWire Project Coordinator works under the supervision of an Electrical Project Manager to help coordinate and plan all resources needed to complete project electrical construction. They support the Project Manager in all aspects of the project from contract award to close out.

Responsibilities and Duties:

- Regularly make site visits to report issues to the PM; conduct safety audits and quality control check.
- Assist the Foreman with daily / weekly paperwork to streamline communication and ensure that essential data is reported and processed:
 - Collect JHAs, COVID screening documents, and job reports daily; save to project SharePoint file
 - Assist in preparing daily job reports as needed
 - Prepare and submit requisitions to secure needed materials, tools, and equipment as needed
 - Ensure quantities installed are properly reported every day; assist Foreman as necessary
- Prepare monthly billings for approval by the PM; track T&M billing and submit to accounting for processing
- Ensure that subcontractor documentation is complete and distributed as necessary; ex: subcontracts, COIs, proposals, change orders, billing.
- Assist the Project Manager with preconstruction activities such as submittals, schedules, work plans, safety plans, job setup packages, etc.
- Monitor the project budget vs. actual to alert the Project Manager to any threats to meeting the projected budget.
- Assist the Project Manager in preparing documentation and reports and distribute to necessary parties.
- Monitor schedule dates and alert the Project Manager of any threats to meeting milestone due dates.
- Assist the Project Manager with close out activities such as preparing punchlists, warranties, O&M manuals, and other close out documentation.
- Use the PM workflow schedule to identify upcoming due dates and support Senior PM in completion
- Other duties as assigned by the Senior Project Management team.

Qualifications and Requirements:

- Bachelor's degree in construction management, engineering, or related field of study.
- Three years' experience in similar role.
- Highly organized, self-managed; critical thinking, and strong decision-making skills.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Proficient in Microsoft applications including Word, Excel, and Outlook.
- Ability to work on tight deadlines and ability to prioritize especially when presented with competing priorities.

Compensation & Benefits:

- Salary based on experience
- Paid holidays, sick time, and vacation
- Competitive health benefits and 401k
- Employee Service Recognition Program
- Interim performance reviews with potential for incentives
- Company training and development

LiveWire
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