



# PROJECT COORDINATOR

## Overview

As part of the Project Management Office (PMO), the Project Coordinator will provide support to our field teams and ensure schedules are in place. This position entails a fast-paced work environment in the exciting and challenging world of broadband construction.

## Qualifications

- Associate degree or higher (Preferred)
- Telecommunications experience (Preferred)
- Relevant experience in project administration (Preferred)
- Microsoft Excel, Word, and Outlook proficiency (Required)

## Responsibilities

- Collaborate with project managers to identify obstacles and resolve or escalate as appropriate.
- Assist in project planning. Conduct scheduled meetings to track project updates and develop schedules.
- Hold teams accountable to due dates and deliverables.
- Maintain updated digital maps of project progression.
- Organize project documentation.
- Review, understand, and gather the required information for invoicing and/or project closeouts.
- Respond to customer requests and facilitate communications between stakeholders.
- Maintain project statuses and update third party databases.
- Prepare project reports to deliver and review with leadership. Identify issues

## Preferred Skills

- Excellent written and verbal communication skills
- Experienced with Windows 10/11, MS Office, Teams, MS 365, Adobe Acrobat
- Strong computer and organizational skills
- Familiarity with construction as-built maps and drawings
- Meticulous attention to details, multi-tasking, completes work on time
- Ability to work independently, multi-task, and prioritize effectively



## Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

## Education:

- Associate (Preferred)

## EEO STATEMENT

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, "protected statuses"). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

## DISCLAIMER

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.