

PROJECT COORDINATOR
Residential Remodeling Division
Dayton, OH

A.E. Fickert is looking to hire Project Coordinator for the Residential Remodeling division in the Dayton, OH market.

This person will join and continue to build our growing residential remodeling division.

COMPANY BACKGROUND:

A. E. Fickert is the leading damage restoration, commercial renovation and residential remodeling company in Ohio. We are celebrating our 55th year in business. We are looking for an energetic team player to join our Executive Team; an individual that is committed to conducting business according to our core beliefs: Be Honest; Do Your Best; and Treat Everyone with Respect and Dignity.

RESPONSIBILITIES:

The position of Project Coordinator is primarily accountable for scheduling, budgeting and completing construction related work on time and under budget while providing value added services (VAS). You will work as part of a TEAM, consisting of a Project Manager, Designer, Project Coordinator, and Production Coordinator. The TEAM is responsible for selling and PRODUCING the work it sells. To be successful in this position, it is important that you are a good administrator with exceptional organizational abilities. You also must have a good working knowledge of the construction industry. You will have lead responsibility, and work with your team, in preparing a job budget and schedule. You will then need to produce jobs with key emphasis on job profitability, the production schedule, locating and utilizing tradesmen, efficient use of production employees, pre-planning jobs, ordering materials and ensuring they are on-site in a timely fashion (i.e., proactive project management) and excellent quality control. You must have an understanding of basic computing skills and MS Office (Word and Excel).

QUALIFICATIONS:

- In depth knowledge of the residential remodeling construction industry, knowledge of restoration processes and procedures is beneficial.
- Ability to multi-task and work under pressure and deadlines.
- Excellent written and verbal communication skills.
- Strong sense of urgency.
- Excellent ability to complete required paperwork correctly and punctuality.
- Basic computer skills, particularly MS Word, Excel, and Outlook.
- Very strong organizational skills.
- Hard working team player who can easily adapt to changing needs.
- Strong desire to learn and excel!

COMPENSATION & BENEFITS:

A. E. Fickert offers a professional environment, stability, upward mobility and excellent benefits. Liberal salary and benefits include continuing education, medical insurance, dental, vision, 401(k), discretionary bonuses, vehicle/truck allowance, fuel allowances, laptop, cell, etc. Generous commissions will also be included.