

Project Coordinator

About us: The Clariant Group is a leader in the planning, design, and project management of smart building projects. TCG has been retained by major real estate developers, property managers, and major corporations to support them in developing innovative and integrated smart building solutions for their signature properties. To support those efforts, TCG is currently looking for professionals who are passionate about incorporating the latest technology solutions into ground-breaking projects.

Position Description: We are looking for a professional Project Coordinator to be based out of our New Jersey office. Upon completion of our on-boarding process, there will be the option to work remotely. The Project Coordinator will assist our Senior Project Managers with maintaining project schedules, time sheet allocations and correspondence both internally and externally. The ideal candidate will be a detail-oriented problem solver with strong communication and organizational skills who will ensure maximum efficiency of the organization.

Primary Responsibilities include:

- Set up and manage support functions, covering planning, tracking, reporting, quality management and internal communication.
- Report milestone summary, key issues, risks.
- Manage the Project Library including project and deliverable schedules, key contacts, tasks, project status, etc.
- Manage and maintain records of all submittals and correspondence.
- Process and control project documentation and records through technical software used by the firm.
- Ensure all available corporate tools/assets are understood and used by project team.
- Review project activity for compliance with corporate and project policies, procedures and standards.
- Work with the Controller to make sure projects and change orders are accurately set up in the company's accounting system for tracking work effort.
- Assist the Project Manager with the following tasks:
 - Reviewing all documents to confirm they are formatted properly
 - Identifying appropriate percent complete for billing
 - Updating and maintaining plans/schedules and resource allocation based on project activity
 - Documentation production such as specifications and design narratives
 - Creating customer meeting minutes
 - Tracking of progress on all project team deliverables (internal and external)

Required Skills:

- 2+ years of college education
- Experience supporting projects which require processing and storing of large amounts of information
- Excellent oral and written communication skills for interaction with vendors, design team and clients
- Strong emphasis on quality and accuracy in work performed
- Strong devotion to quality, consistency, and detail in all aspects of production
- Understanding of the coordination process
- Proficiency in MS Excel, MS Word. Knowledge of MS Teams, Smartsheet, CADD and Revit a plus.
- A fast learner able to learn how to use different tools, programs and software
- Neat and organized work habits
- Ability to complete assignments on time
- Motivated self-starter