

Sterling Management, LLC

Position: **Construction Project Coordinator**
Function: Construction & Project Management
Reports to: Director of Construction
Type: Full Time
Location: Fargo, North Dakota
FLSA Status: **Non-Exempt**

Who We Are:

Sterling Management, LLC is the Advisor to, and is responsible for, managing the day-to-day affairs of Sterling Multifamily Trust and Sterling Office and Industrial Trust (“Sterling”).

Job Purpose:

The Construction Project Coordinator is a key administrative role assisting the Construction Project Management team in managing multiple projects through the entire construction project lifecycle to ensure they run smoothly and are completed efficiently and effectively. This role will work directly with Project Managers along with other key internal and external stakeholders. The Construction Project Coordinator will support their team by maintaining various aspects of projects through administrative, project support and vendor management tasks. This position will also be responsible for other project-related duties and administrative functions, as required.

Core Performance Responsibilities:

- Coordinates the Request for Proposal (RFP) Process by:
 - Creating construction job descriptions for individual bid packages.
 - Engaging and monitoring vendor bid participation to ensure appropriate number of bids are received.
- Enters new vendors and assists with the master vendor list management for bidding purposes.
- Prepares initial draft of vendor contracts and change orders for Project Manager review and approval.
- Creates change order drafts to contracts for Project Manager review and approval.
- Creates and maintains detailed, up-to-date, and accurate records of all aspects of each construction project which may include sorting reports, contracts, invoices, and financial files for quick and easy access and future reference.
- Assists with vendor submittals and project closeout documents (ie, shop drawings, material data or cutsheets, product samples, warranties, and operation and maintenance manuals) by ensuring they have all needed information as required by the Project Manager.
- Supports communication and scheduling of construction projects as needed.
- File administration for construction and development projects. Maintains contracts and other relevant construction project documents in project software system and generate reports as needed.
- Acts as the liaison between Project Managers and vendors.
- Manages and maintains a product warranty database.
- Manages and maintains a comprehensive database of building components.
- Supports quality assurance initiatives as needed.
- Completes special projects and other duties as assigned.
- May require travel to various sites and/or locations within a defined geographical region.

Essential Job Requirements and Functions:

Experience, Education and Licensure

1. Associates degree or higher in business field or equivalent mix of education and relevant industry experience.
2. 2-3 years prior experience in project management and construction industry preferred.
3. Proficient with Microsoft Office Suite.
4. Experience and knowledge of Yardi Property Management software preferred.
5. Ability to create, understand, and implement a budget.
6. Ability to multi-task and prioritize in a fast-paced work environment.
7. Excellent verbal and written communication skills.
8. Excellent organizational skills and attention to detail.
9. Excellent customer service skills.
10. Strong analytical and problem-solving skills.
11. Must have a valid driver's license, vehicle and vehicle insurance.

Physical Demands

1. Ability to lift up to 30 lbs.
2. Ability to travel.
3. Valid Driver's license and insurable driving record.
4. Requires prolonged sitting with occasional walking, standing, bending, stooping and stretching.

Work Environment

1. Must be willing to work extended hours in a demanding and sometimes stressful environment. Evening and weekend work is required at times.
2. While performing the duties of this job, may be periodically required to work outside and may be exposed to cold, rain, wind, and other weather conditions customary to their location.
3. The noise level in the work environment is usually moderate.

Duties described above are not intended to be a comprehensive list of all activities, duties, and responsibilities required. Team members may be asked to perform other duties as required. Duties, responsibilities, and activities may change at any time with or without notice.

All offers of employment are conditional, based on the successful completion of the pre-employment process which includes a criminal background and pre-employment drug testing.

The above job description does not constitute a contract of employment or a contract between Sterling Management and any of its team members. Employment at Sterling Management is at-will, which means that either the team member or Sterling Management may end the employment relationship at any time, for any lawful reason, with or without cause, and with or without notice.

Sterling Management is an equal employment opportunity employer.