

Company: Artisun Solar

Title: Project Coordinator/Manager

Location: Grandview, MO

Website: <https://www.artisunsolar.com/>

Artisun Solar, a leading Commercial, Industrial, & Agricultural Solar Developer, is a veteran owned, family operated business that continues to experience rapid growth. We are looking to hire a Project Coordinator/Manager who wants to grow professionally in their career.

As the Project Coordinator, you will be the main contact for the company to both workers and clients, you will be the key person to achieve a high quality & professionally installed solar project. This role will support Project Managers by sourcing materials, estimating, negotiating costs, coordinating with subcontractors, and monitoring delivery of incoming & outgoing materials

Who we are looking for:

- Someone who is well organized and attention to detail oriented.
- **This position requires someone who can keep multiple projects organized and scheduled to keep our installation crews busy. This requires a lot of attention to detail to ensure that permits, materials, subcontractors, vendors, and customers are all communicated with and ready to start a project on time in order to maintain project budgets.**
- Someone who wants to fill a significant role within the company and not just be an anonymous player
- A self-driven individual with the ability to work independently, outstanding integrity, willing to take responsibility for his or her own actions and performance

What we offer:

- Base Salary plus Bonus & Profit Sharing
- Get in early on a growing industry in your region
- Company matching 401k with a 6% company match
- Paid time off and paid holidays
- Excellent growth potential
- A rewarding work environment where you can make a real impact

Key Responsibilities:

- Review project plans and specifications to determine materials, schedule, budget parameters, staffing requirements and allotment of available resources for the various phases of the project
- Understand equipment and material lead times and coordinate deliveries to coincide with project commencement
- Direct and coordinate activities to ensure project is on schedule and within budgeted scope; review status reports prepared by staff and make changes where needed.
- Responsible for financial success of projects
- Submit plans for engineering review and permit review prior to construction commencing.
- Other responsibilities as assigned
- Approve project expenses

- Report on project status to customers and management
- Process daily paperwork from team members

Pre-Project Planning Functions

- Fully understand plans, specifications and standard drawings for the Project
- Understand full scope of the Project
- Ensure Material "Take offs" are completed and accurate and order needed materials
- Determine Crew make-up
- Evaluate Equipment & Material requirements
- Establish Project Schedule & time lines

Qualifications

- Excellent organizational and communication skills
- Proficiency in Microsoft Office Suite including Excel, and Word required
- Ability to learn and become proficient in Gmail suite, CRM tools, and web based estimating tools.
- Accuracy and attention to detail required
- Problem-solving abilities
- Bachelor's Degree preferred
- 2 years' experience as a Project Coordinator or Assistant Project Manager for construction/service company
- Ability to multi-task and work efficiently in a fast-paced work environment

If you are looking for a company that values their employees and rewards for performance; send your resume.