

Job Description-Project Coordinator

U.S. CAD is a leading provider of software, services and support to the Architecture, Engineering and Construction (AEC) Industry. The Project Coordinator role entails day-to-day coordination of projects and customer interactions that support the Professional Services organization. Project Coordinators are required to have a high level of organizational capabilities, excellent communication skills, and knowledge of the AEC industry.

Candidates should be intimately familiar with construction documentation preparation and delivery as well as possess a strong understanding of invoicing, contracts, and change order/RFI practices.

Major Responsibilities:

- Interact with sales team, technical team, and management to successfully manage, track, and deliver projects.
- Provide accounting with billing instructions based on contract and progress of project.
- Develop project schedules and provide monthly projections of project progress and invoicing amounts anticipated.
- Maintain consistent and timely communication with the customer and with the internal U.S. CAD team,
- Coordinate with scheduling administration to ensure team availability and work with Project Director to prioritize deliverables based on workload.
- Recognize “scope creep” and work with sales representatives and the client to administer change orders when needed.
- Ability to generate cost estimates and scope language to prepare and deliver proposals.
- Establish a high level of confidence with U.S. CAD accounts, maintaining a strong customer service commitment to accounts of all sizes.
- Other duties and responsibilities that may be required to effectively support the needs of our customers, Autodesk and U.S. CAD.

Qualifications:

- High school diploma or GED and a minimum of 3-years of project management experience
- Proven track record of delivering projects on-time and under budget
- Excellent analytical and problem-solving skills
- Communication and presentation skills and the ability effectively communicate with our clients and teammates.
- Expert Microsoft Word, Excel, Project skills and proficient with other scheduling software.
- Minimum of 1-year of NetSuite Advanced Project Module experience
- Understanding of contract types and basic project invoicing principles and practices
- Maintain a good working attitude and a desire to be a key member of the U.S. CAD team and make a difference in the Architecture, Engineering and Construction (AEC) Industry
- Ability to coordinate effectively when multiple project priorities are in conflict and provide viable solutions to internal and external customers

Preferred Qualifications:

- Associates or Bachelor's degree in a related field.
- Experience with scheduling and invoicing software, specifically NetSuite.
- Experience with Autodesk BIM360 software
- 2-years or more of Construction-related experience

Job Type: Full-time