

Project Coordinator

This is a full-time on-site role for a Project Coordinator with DeBrine Associates embedded with a client in the Cupertino / San Jose area.

The position will be responsible for project coordination on multiple projects simultaneously. General tasks will include but not be limited to managing documentation, working with DeBrine and client department team members, contractors and client's internal customers, communication related to construction projects and internal processes, ensuring that client guidelines are followed, assist in identifying project issues and help to complete projects on time.

Qualifications

- Bachelor's degree in business or a related construction field.
- 3+ years of experience in project coordination on commercial or industrial construction projects.
- Familiarity with construction documents (plans and specifications), project workflows and processes is a plus.

Required Skills and Experience

- Advanced problem-solving skills and attention to detail to address challenges and implement proactive solutions.
- Strong organizational abilities to manage project documentation and ensure accurate record-keeping.
- Exceptional communication and interpersonal skills for effective collaboration and clear reporting.
- Diligent and able to coordinate between contractors, vendors, and Owner stakeholders to ensure project work occurs on tight deadlines.
- Able to track task progress, resolve issues, and drive accountability in a fast-paced environment.
- Understanding and ability to support project budgeting and billing processes, retention release, project start-up and closeout support.
- Direct experience looking after sensitive and confidential information with integrity a plus.
- Coordinating, attending and participating in client internal partner meetings.
- Documenting meetings and following up on important actions and decisions.

- Effective working both independently and as part of a team.
- Responsible for business system data input and integrity.
- Providing administrative support as needed.
- Proficient in Microsoft or Apple (preferred) software tools such as Excel / Numbers, Word, Keynote / Power Point. Bluebeam and Microsoft Project are a plus.

Why Join Us?

- Work in cutting-edge facilities and contribute to highly innovative projects.
- Be part of a high-functioning, collaborative and multidisciplinary team.

The salary range for this position is \$80k to \$105k annually, with a generous benefits package. Compensation offered may vary based upon work location, experience, qualifications, specialty training, and market and business considerations, among other factors.