

FIRST GULF

Position: Project Coordinator

Reports to: Vice President of Construction

Duties and Responsibilities:

1. Provide assistance to the Project Manager for various aspects of duties as required and as they relate to assigned projects, under the direction of the Director of Construction.
2. Review the contract documents for reference and familiarity.
3. Assist with assembly and file one complete set of plans, specifications, etc.
4. Assemble additional sets of plans as required. To coordinate and distribute to:
 - All design consultants
 - Project Superintendent
 - Subcontractors
 - Others as required
5. Establish lines of communication with clients/tenants and consultants.
6. Assist with subcontract negotiation and awards under direction of and with the approval of the Project Manager.
7. Assist with material orders under direction and with the approval of the Project Manager.
8. Assist with changes to the contract, including:
 - Notices to all parties
 - Expediting and receiving cost information
 - Compiling and submitting quotations
 - Issuing supplementary purchase orders under the direction of the Project Manager.
 - Issuing and confirming information to all parties concerned
9. Assist with shop drawings and samples, review drawings prior to shipping to consultants and again before returning to sub trades. Maintain owner flexibility and options without affecting schedule.
10. Ensure that field inspections are carried out by all consultants and that reports are distributed to all appropriate parties, review reports prior to distribution and resolve all outstanding concerns.
11. Attend all regular project review meetings, record and circulate minutes of the same, as required.
12. Report any observed problems, including contract interpretation disputes, together with proposed solutions to the Project Manager.
13. Assist with assembly of "close-out" documents such as:
 - As-built drawings
 - Warranties
 - Operating instructions
 - Spare materials
14. Interface with Property Management/Owner to ensure timely and systematic turnover.
15. Ensure proper storage of files, drawings, etc. at completion.
16. Inform the Director of Construction of warranty and deficiency items to be dealt with.
17. Any other duties as assigned.

Skills and Qualifications:

- 2 – 4 years of relevant experience in the Construction industry.
- Strong organizational skills with proven efficiency to handle multiple projects at one time, both independently and in a team-based environment.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office.
- Ability to work under time constraints and adapt to change.
- Strong interpersonal skills with the ability to interact with internal and external stakeholders.
- Ability to adapt and prioritize, meeting deadlines in a fast-paced environment.
- Detail oriented with strong analytical skills.
- Proactive with proven ability to take initiative.

All qualified applicants are encouraged to apply. Please forward your resume and cover letter to [**careers@firstgulf.com**](mailto:careers@firstgulf.com).