

# JOB ADVERTISEMENT

**JOB TITLE:** Project Coordinator

**REPORTS TO:** Team Leader, Senior Project Manager

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Real Projectives® provides construction, project, and program management services to drive results and minimize risks. Clients ranging from small business owners to the largest institutional real estate investment firms trust us to help them acquire, renovate, improve, and develop a variety of property types thereby making a difference in neighborhoods throughout the United States.

We seek thoughtful and hard-working people to join our growing company. Employees work in a supportive team environment. You will directly contribute, have significant opportunity and challenge, and be appreciated for results. We offer comprehensive compensation including competitive salary, profit-sharing bonuses, work from office, home and travel, community and industry engagement, along with benefits such as paid time off, group health and life insurances, retirement plan, and continuous learning.

We're on a mission to hire the very best and are committed to creating exceptional employee experiences where everyone is respected and has access to equal opportunity. We realize that new ideas can come from everywhere in the organization, and we know the next big idea could be yours!

## SUMMARY:

In this role, you will learn from industry leaders with the opportunity to participate in multiple fast-paced projects. You will learn multiple skill sets, gain hands on experience and witness every aspect of the construction process from project estimating through close-out. We have an established career path in place to help you grow and succeed, with a shared responsibility towards employee career development. You will be given the technology tools and resources to learn, with the opportunity to manage your own low-risk projects.

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## PRIMARY RESPONSIBILITIES:

- Assist project teams in administering and tracking multiple projects.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project coordinating, attending, and participating in stakeholder meetings.
- Documenting meetings and following up on meaningful actions and decisions.
- Preparing necessary presentation materials for meetings.
- Crafting statements of work (SOWs).
- Raising of purchase requests and tracking of stakeholder approvals, invoice reviews and reconciliation.
- Leading of all project documentation including filing, auditing, and record archiving.
- Develop a deep knowledge of internal department guidelines and policies.
- Work directly with vendors, contractors, PM teams, property managers, landlords and finance to keep projects on schedule.
- Assist PMs and business leaders on recurring financial updates and reports.
- Responsible for business system data input and integrity and providing administrative support as needed.

March 16, 2021

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## JOB CHARACTERISTICS:

The following describes how work in this position is performed and the attributes needed to be successful in this role.

- Work independently and collaboratively, in a team setting.
- Efficiently and effectively manage multiple tasks concurrently.
- Maintain a high degree of self-management and task organization to follow through on deliverables and requests for information both in writing and verbally.

## QUALIFICATIONS:

Candidates should be able to satisfy the following qualifications.

- Associates degree or High School Diploma with equivalent experience.
- Bachelor's degree preferred.
- Experience in construction or other services supporting the real estate industry is preferred.

**Ready to Apply? Click [Here](#)**

[or copy & paste this link to your web browser: <https://realprojectives.applicantstack.com/x/detail/a208elbqzp62>]

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March 16, 2021