

Reynolds Specialty Contracting is seeking a Project Coordinator that enjoys working with an experienced team in a collaborative environment. An RSC Project Coordinator works closely each day with the Project Managers, Estimators, and Foreman from Reynolds Electric, Kevin Cohen Plumbing, and Accurate Underground.

Reynolds Specialty Contracting is a family owned and operated business and is the parent company for Reynolds Electric and Kevin Cohen Plumbing. Reynolds Electric has been serving Lane County and the surrounding areas since 1980 and Kevin Cohen Plumbing has served our community since 1998. We offer full services in both Electrical, Plumbing, and Excavation for construction and residential customers alike.

Our team works every day to uphold its reputation as being one of the area's top respected contractors in electrical and plumbing. We've earned this reputation by employing only the very best people in the industry. We provide an above average compensation package. In return, we expect above average performance from our team members. We have created a familial environment and live by the motto that "family comes first!".

As a Project Coordinator on the RSC team you'll assist the Project Managers daily with material procurement and tracking. Scheduling, tracking, purchasing permits and coordinating inspections. Along with updating ASI's, RFI's, writing purchase orders, scheduling, compiling submittals, and change orders.

Requirements:

- Associates and or bachelor's degree in construction management or related field and / or equivalent work experience.
- Strong verbal and written communication skills
- Attention to detail, strong organizational skills, and self-starter
- Ability to effectively use Microsoft Office
- Manage multiple tasks simultaneously and accurately
- Proficient organizational skills
- Basic understanding of construction terminology and terms
- Purchasing experience
- Sage 300 Construction and Real Estate Software experience
- BlueBeam Revu

Benefits:

- Cell Phone allowance
- Starting with 40 hours of frontloaded PTO
- 8-10 Paid Holidays

- 401(k) with matching program
- Health insurance for the employee & their family, including dental, vision, and prescription drug coverage.

You are encouraged to contact us today to see if we may be a good fit for each other. Please submit your resume at www.RSCBuild.com.