



## JOB DESCRIPTION

**Job Title:** Project Coordinator  
**Reports to:** VP Partner Services  
**FLSA Status:** Non-Exempt

### SUMMARY

The project coordinator role involves providing support to project managers in scheduling installations with subcontractors and keeping track of ongoing installations. This includes maintaining and monitoring project schedules, tracking work hours, and following up on important actions and decisions from meetings. The project coordinator may also undertake project tasks as necessary to ensure smooth project execution.

In addition to the listed duties, the project coordinator may be assigned other responsibilities as needed to fulfill the business requirements. These additional duties may vary based on the specific project and organizational needs.

### WHO YOU ARE

You are a self-starter, a driven individual looking to provide world-class service to your clients, colleagues, and community. You are a person of integrity who strives to cultivate an open and accepting work environment where growth, accountability, and quality are valued.

### WHO WE ARE

In 1971 we opened doors in Chelmsford, MA before moving headquarters to Southern California. From our inception we've been committed to innovation and world-class service, building off our company values of Quality, Teamwork, Respect, Honesty, Integrity, and Responsibility. Now an employee-owned company, NAVCO is one of the largest security integrators in the country, with security experts who are personally invested and dedicated to creating a safer and more financially secure environment for all.

### COMPANY BENEFITS AND PERKS

- ESOP-Employee Stock Ownership Program
- 401 K Retirement Plan
- HSA/PPO health plans, dental, vision, and supplemental life insurance
- Annual Profit-Sharing Bonus
- PTO based on years of service:
  - 1-4 years: 8 days
  - 5+ years: 13 days
- Recognition and Rewards program- Kazoo
- Social Responsibility Day (1 paid workday annually to volunteer in your community)
- 9 Paid holidays
- 1 Personal Floating Holiday (1 day annually)
- Magellan Employee Assistance Program

**HOURS:** 8:00 AM to 5:00 PM (Or as established by Manager)

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following:

- Managing the Project Coordinator Box: Responsible for handling incoming communications and inquiries related to project coordination.
- Cutting Purchase Orders (POs) to Subcontractors: Generating and issuing POs to subcontractors for project materials and services.
- Updating Smartsheet of Installations: Maintaining and updating a Smartsheet or similar tool to track and monitor the progress of all installations for project managers.
- Tracking Equipment: Monitoring and documenting the status and location of project equipment throughout the installation process.
- Tracking Open Installations Assigned by PMs: Following up and obtaining updates on ongoing installations assigned by project managers.
- Sending Updates to Assigned PMs: Communicating updates and progress reports to project managers regarding open installations.
- Receiving Sign-off on Jobs: Ensuring that all necessary documentation, including closeout numbers, survey forms, and signatures, are obtained for completed installations.
- Verifying Subcontractor Invoices: Receiving subcontractor invoices and reviewing them for accuracy. Processing the invoices by matching them with the corresponding PO in the financial system (e.g., GP).
- Closing Jobs and Receiving POs for Month-end: Ensuring that all jobs are closed, and POs are received in a timely manner for month-end closing processes.
- Following Up on Jobs for Forecast Compliance: Monitoring and following up with project managers to ensure that each project meets its forecasted timeline and milestones.
- Processing Installation Work Orders in CRM: Updating the status of installation work orders in the customer relationship management (CRM) system to reflect completion.
- Managing Work Market for Installations: Utilizing the Work Market platform to perform various tasks, including approving pending approvals, managing communications, assigning and labeling jobs, processing budget increases, and handling expense requests.
- Assisting in Inventory Counts with Subcontractors: Facilitating the inventory counting process with subcontractors by sending instructions, following up on counts, and verifying the accuracy of inventory counts.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Analyzing Data
- Attention to Detail
- Project timeline management
- Management & Leadership Skills
- Customer Service
- Customer Focus & Orientation
- Microsoft Excel
- Critical Thinking and Problem Solving

#### **EDUCATION and/or EXPERIENCE**

Must have a High School Diploma.

Must be detail-oriented and proficient with Excel Spreadsheets and Word documents.

**LANGUAGE SKILLS**

Must have the ability to read and interpret instructions, correspondence, and operating procedures. Be able to write routine reports, correspondence, and ability to effectively present information and speak to customers or employees of organization. Excellent phone etiquette and verbal communication skills required.

**MATHEMATICAL SKILLS**

Must have ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Professional appearance and business casual attire for this position. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**AAP/EEO STATEMENT**

NAVCO provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, NAVCO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. NAVCO expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of NAVCO's employees to perform their job duties may result in discipline up to and including discharge.