

Project Coordinator



Job Type: Full-time
Pay: 40,000 per year

Blew & Associates, PA is an established national Land Surveying and Engineering firm offering land surveying and design services for over 130 years and is seeking additional Project Coordinators. Top candidates will have dependable track records, great communication skills, outgoing personalities, be self-motivated, and are driven to succeed.

Job Description:

- Email monitoring
- Serving as a vessel for our end user client to our team of professionals; POC for client and in-house communication
- Bidding jobs
- Sending all appropriate information and documentation to the admin department once a job has been awarded
- Making good judgement calls for updates
- Saving necessary documents for each project
- Project status knowledge
- Quickbase data entry and report running

Job Requirements:

- Positive attitude
- Proficient in Microsoft Excel and other Microsoft Office products
- Proficient with email
- Ability to work individually and among teams
- Ability to communicate with a variety of professionals clearly and effectively, including colleagues and clients
- Ability to multitask and manage projects
- Willingness to learn new skills and products
- Minimum two years of experience in customer service
- Willingness to relocate to Arkansas if necessary
- Communications degree – not necessary but recommended

Benefits:

- 401(k) matching program: Blew & Associates company match 100% of your deferrals up to 3% of your compensation, plus 50% of your deferrals over 3% but that do not exceed 5% of your compensation
- Blew & Associates pays 100% of employee's health benefits including medical, dental, and vision (with optional family and/or dependent enrollment paid by employee at a group rate)
- Per diem for any overnight stay
- Holiday pay
- Sick pay
- Paid vacations
- Overtime incentives and bonuses based on performance