

## Project Coordinator



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

### ***Job Description:***

- E-mail monitoring.
- Being the vessel for our end user client to our team of professionals; POC for Client Communication & in house communication.
- Bidding jobs.
- Sending all the appropriate information / documentation to the admin department once we have been awarded a job.
- Making good judgement calls for updates.
- Saving necessary documents for each project as they come in.
- Project status knowledge.
- Quickbase data entry / report running.

### ***Job Requirements:***

- Positive attitude & thick skin.
- Proficient in Microsoft Excel
- Capable of using Microsoft Office products.
- Proficient with Email.
- Must be able to work individually and with teams.
- Ability to communicate with a variety of professionals clearly and effectively, including colleagues and clients.
- Ability to multitask and project manage to a degree.
- Willingness to learn new skills and products.
- At least two years of experience with customer service.
- Willingness to relocate to Arkansas if necessary.
- Communications degree – not necessary but recommended.

### ***BLEW & ASSOCIATES 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- Medical, Dental & Vision (with optional family / dependent enrollment paid by employee at group rate)
- Holiday Pay & Sick Pay
- Paid Vacation
- Overtime incentives and bonuses based on individual performance.