



CAREER OPPORTUNITY

Project Coordinator

RW Dake Construction is an established construction and general contracting leader across many industries from banking to healthcare to manufacturing, serving clients throughout the Northeast and Mid-Atlantic.

Job Title: Project Coordinator

Job Classification: Full Time Position

Location: Albany, NY

Overview: The candidate will coordinate general office tasks while also providing support to the Albany, NY Project Management.

Responsibilities:

The responsibilities/functions may include but are not limited to the following:

- Process weekly payroll.
- Ensure all new hire forms are completed and sent to corporate office.
- Process and distribute mail daily.
- Track and enter receipts from field.
- Procurement of office supplies.
- Answer and direct incoming calls to office.
- Job setups in accounting and construction management applications including uploading drawings and filing commitments.
- Assist in distributing company literature to field employees.
- Maintain a clean and organized workspace.
- Schedule and attend meetings as needed.
- Learning and understanding the billing process, pay applications and lien waivers.
- Understanding the importance of effective communication.
- Understanding the importance of customer relations.

Required Competencies/Skills:

- Strong problem-solving skills
- Ability to multitask and prioritize
- Exceptional attention to detail
- Strong written and verbal communication skills
- Ability to lift 25 lbs.
- Ability to work in a fast-paced environment
- Willingness to take initiative and accept responsibility for assigned tasks
- Experience with MS Office and ability to learn company-specific programs and software
- One year of administrative experience is preferred