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| Job Title:  | Project Coordinator |   |   |   |   | Type of Position: | Hourly |
| Department: | Landscape - Maintenance - Retail |   |   |   |   |   |
| Reports to:  |  |   |   |   |   |   |   |   |
|   | ESSENTAIL DUTIES AND RESPONSIBILTIES |   |   |   |   |   |   |
| 1.) Liaison between Jeremiah and Crew; confer with Jeremiah on status |  |  |  |
| 2.) Oversee crews: jobs, hours, issues, materials and deliveries, daily paperwork w/receipt |  |
| 3.) Job tracking: hours, materials, profit |  |  |  |  |  |  |
| 4.) Help diffuse customer issues |  |  |  |  |  |  |  |
| 5.) Administer company policy |  |  |  |  |  |  |  |
| 6.) Create harmony among leaders and crew |  |  |  |  |  |  |
|  INITIAL DUTIES |   |   |   |   |   |   |   |   |
| 1.) Learn office and project procedures and policies |  |  |  |  |  |  |
| 2.) Analyze efficiency and develop strategy/ plan to increase efficiency and reduce cost |  |  |
|  REQUIRED QUALIFICATIONS |   |   |   |   |   |   |   |
| 1.) Outstanding customer service skills- ability to turn transactions into relationships |  |  |
| 2.) Strong ability to recover quickly from a service failure |  |  |  |  |  |
| 3.) Innovative thinker |  |  |  |  |  |  |  |  |
| 4.) Superior organizational skills both administratively and practically |  |  |  |  |
| 5.) Self-motivated and driven  |  |  |  |  |  |  |  |  |
| 6.) Problem solver |  |  |  |  |  |  |  |  |  |
| 7.) Ability to develop systems and procedures |  |  |  |  |  |  |
| 8.) Team player and growth minded |  |  |  |  |  |  |  |
| 9.) Committed to the values of honesty, pride in work, respect, and efficiency |  |  |  |
| 10.) General computer skills |  |  |  |  |  |  |  |  |
| 11.) Valid driver's license, insurable, negative drug test |  |  |  |  |  |