|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | |  | | --- | |  | | |  |  |
|  | | | |  |  |  |  |  | |  |  |
| 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 | | | | | |  |  |  | |  |  |