



Job Title:	Project Coordinator	Type of Position:	Hourly
Department:	Landscape - Maintenance - Retail		
Reports to:			
<b>ESSENTAIL DUTIES AND RESPONSIBILTIES</b>			

- 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

<b>INITIAL DUTIES</b>
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- 1.) Learn office and project procedures and policies
- 2.) Analyze efficiency and develop strategy/ plan to increase efficiency and reduce cost

<b>REQUIRED QUALIFICATIONS</b>
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- 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