Job Posting

POSTING POSITION: Project Coordinator

REPORTS TO: Operations Director

LOCATION: Minneapolis, MN

Final determination of a successful candidate's starting pay will vary based on job-related knowledge, skills, education and experience. The pay scale listed for this position is generally for candidates that meet the specified qualifications and requirements listed on this specific job description. We provide a competitive compensation package that recognizes your experience, credentials, and education alongside a robust benefits program to meet your needs.

WHO WE ARE:

If you're tired of being a small player in a big company, Integrated Building Solutions ("IBS") might be the place for you to be seen, heard, and contribute. We are a small company with a nation-wide reach. We describe ourselves as being weird in an exceptionally good way because we care about doing the right thing for our customers and finding a way to get things done where other companies don't or won't. "We love spending our customer's money, but we hate wasting it." And the "weird" part is, we mean it.
IBS is a nationally recognized specialized general contractor in electrical, fire, and safety. We provide a life cycle of services including consulting, engineering, construction, commissioning, maintenance, and training throughout North America.

IBS runs on EOS purely. That means as a member of this team, you will have a leader who:

- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- Has effective meetings
- At a minimum, meets one-on-one with you quarterly
- Rewards and recognizes your performance

ABOUT THIS ROLE:

As an EOS "Traction" company (**Right Person**/**Right Seat**) the successful candidate is a fully competent project coordinator with experience in commercial construction, including electrical and/or fire systems.

Specific responsibilities include:

- Develop field to office data into customer facing reports.
- Communicating with and gathering data from electrical utility companies.
- Assist with travel bookings for superintendents and providing project invites for project manager.
- Assist with qualifying business partners.
- Support project managers with scheduling, design, computer aided drafting, etc.
- Assist the engineering team with AutoCAD
- Creating safety and informational labels for customer equipment.

ABOUT YOU (RIGHT PERSON):

You are the right person in the right seat if you have demonstrated skills that reflect our core values: We **CARE**, We **LISTEN**, We **ANTICIPATE**, We **INNOVATE,** and We **DO**. You bring a minimum of three (3) years of experience working for a commercial construction contractor with preferred knowledge in the electrical and/or fire disciplines.

- Creativity - you are a creative problem solver.
- Written Communication – written correspondence should be clear and professional.
- Organization – you are well organized to meet objectives.
- Influencer - high level of PM expertise to influence direct reports & clients to sell ideas and shape decision criteria.
- Humor - our office environment is relaxed yet professional; a good sense of humor is required to fit within the culture.
- Verbal Communication – communicate confidently and effectively with peers, clients, and vendors.
- Inquisitive – ask questions to fully understand the scope of projects and the needs associated with it.
- Collaborative – operate within a team culture.

You possess meticulous work habits including close attention to detail, time management, people skills, problem-solving skills, exceptional organizational skills, ability to effectively communicate and present technical information verbally and in writing via Microsoft Office applications (mainly Outlook, Excel, Word, and PowerPoint).

ABOUT YOU (WRONG PERSON):

- You're looking for a temporary job.
- You don't want to continue learning.
- You are easily offended.
- You don't own reliable transportation.
- You're nervous about a background check.
- You can't or won't pass a drug test.
- You have a driving record with more than a couple minor blemishes.
- You believe society owes you something.

MINIMUM QUALIFICATIONS: *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying.*

Education: High School diploma with trade and/or college in a related field.

Experience: Minimum three (3) years working in a supporting role with project managers, engineering or construction type coordination preferred, but not required.

Proficiencies: AutoCAD preferred but not required.

BENEFITS:

- Heath / Dental / Life / LTD
- 401(k) Safe Harbor
- PTO
- Incentive Plan
- Fuel Allowance
- Mobile Phone Allowance
- Professional development assistance
- Airline / Hotel / Rental Car Points
- Relocation Assistance

IBS is an equal opportunity employer and affords equal opportunity to all employees for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.