



15341 Ne 90<sup>th</sup> ST Suite S Redmond WA 98052  
206.365.4440 | www.avaraconstruction.com

We are looking for a motivated **Project Coordinator**

Avara is a fast growing tenant improvement contractor in the Seattle area. Avara provides industry-leading capital construction services, and is seeking a Project Coordinator to support industrial and vertical construction project work in the Puget Sound Region. This position is located in Redmond WA.

Avara Construction, is growing its business in the commercial, office, industrial and vertical construction sectors in Seattle WA. Its strategy for this growth will see an increase in resources and capabilities.

### **Job Brief**

We are looking for a Project Coordinator with a desire to develop their career in construction. The ideal candidate is comfortable with assisting with subcontractor procurement and management, package development, material and equipment procurement, submittal review & packaging, and project controls. As well as be very strong in the academic/paperwork side of construction, such as building schedules, managing submittal processes, and writing and managing the Production Agenda.

### **Responsibilities**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Track and analyze projects' performance, expenditures, procurement and report about any possible or current blockers, risks, overflows, or deficits
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Collect management requirements and transform it into projects pipeline
- Work with resource management on resource planning, availability and allocation according to projects pipeline
- Based on provided scope and requirements translate them into tasks, schedule and assign tasks
- Work with team on project to keep project going according to schedule
- Develop and distribute Operations Manuals after project completion
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation
- Participate in team's performance reviews
- Perform quality assurance
- Close project and documentation, pass project deliverables to operations.

### **Requirements**

- Strong analytical and problem-solving skills
- Ability to work well with large and diverse teams
- Ability to work under pressure
- Experience creating work breakdown structure (WBS) - translate requirements into tasks
- Experience with task scheduling and resource assignment



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- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Experienced user of MS Office toolset (Word, Outlook, Excel and PowerPoint).

## **COMPANY CULTURE**

- Exemplary customer service – consistently exceed expectations of customers
- Sound decision making and judgement calls
- Taking initiative
- High level of integrity, confidentiality, and accountability
- A desire to constantly improve self, company, and those within
- Work with a high level of autonomy

Salary Compensation DOE

Medical/Dental/Vision

Company Phone or Phone Allowance

Mileage Reimbursement or Company Vehicle

Please visit [www.AvaraConstruction.com](http://www.AvaraConstruction.com) to see more information on our company and the overall standards that we expect from all members of our team.