

Title: Project Coordinator

Locations: McAllen, TX

SUMMARY

We are seeking a motivated and detail-oriented Project Coordinator to join our dynamic team. The ideal candidate will have three to five years of experience in the construction field and have working knowledge of high voltage electrical work. This position will play a crucial role in supporting project management efforts, ensuring that projects are completed on time and within scope. This position requires strong organizational skills, effective communication abilities, and proficiency in project management software. The Project Coordinator will work closely with various stakeholders to facilitate project execution and maintain documentation.

DUTIES:

- Assist in the planning and execution of projects from inception to completion.
- Utilize project management software to track progress and manage timelines.
- Collaborate with project engineers to ensure alignment on project goals and deliverables.
- Manage requirements by gathering input from stakeholders and ensuring clarity in project specifications.
- Conduct data analysis to inform decision-making and improve process management.
- Support program design efforts by contributing ideas and feedback during brainstorming sessions.
- Communicate effectively with team members, clients, and vendors to ensure smooth project operations.
- Maintain organized documentation of project activities, including meeting notes, action items, and status reports.

QUALIFICATIONS:

- Proficiency in project management software; experience with Basecamp is a plus.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Excellent communication skills, both written and verbal.
- Experience in project engineering or related fields is advantageous.
- Knowledge of requirements management processes is beneficial.
- Strong data analysis skills to support project assessments and reporting.
- Ability to work collaboratively within a team environment while also being self-motivated.
- Bilingual in Spanish a plus

We encourage candidates who meet these qualifications to apply for this exciting opportunity to contribute to our projects' success.