

Position Summary

The Project Coordinator provides essential administrative and operational support to project teams to ensure smooth day-to-day operations. This role focuses on resource management, staff utilization, schedule tracking, and budget monitoring to help the team deliver projects on time and within financial targets.

The ideal candidate is a detail-oriented, highly organized individual who excels at coordination, cross-team communication, and maintaining project efficiency.

Essential Duties and Responsibilities

- Prepare project reports, deliverables, and proposals using standardized templates with high accuracy. Assist with data entry, file organization, assembly, and formatting of team deliverables.
- Assist with the coordination and preparation of RFQs, RFPs, and teaming requests. Maintain the central marketing folder, update team resumes, and ensure consistent company branding across all external documents.
- Assist in project management by coordinating the scheduling of projects and deliverables for the team to ensure all tasks are completed on time, meet budgets, and contribute to overall profitability.
- Serve as a point of contact for clients, providing clear communication on project activities and status while fostering positive professional relationships.
- Leverage NetSuite to track staff utilization rates, project margins, and staffing to increase efficiency and maintain team capacity.
- Act as a liaison between Building Science and the Environmental/Soils teams to coordinate cross-functional staffing and equipment needs. Attend project meetings as required to keep project schedules up to date.
- Run and host regular team planning meetings to review project progress, manage schedule updates, and resolve resource conflicts.
- Responsible for setting up new projects in NetSuite, maintaining accurate project data, and properly closing out projects to ensure information remains consistent and secure..

Minimal Qualifications

- Bachelor's degree in business or academic education in a related field preferred.
- Five years of experience related to the management of teams, resources, and schedules preferred.
- Strong proficiency in Microsoft Office 365 and experience with an ERP system (NetSuite or equivalent).
- Exceptional verbal and presentation skills, strong organizational capabilities, high proficiency in drafting clear project documentation/reports, and the ability to work on tight deadlines while maintaining flexibility. Ability to work effectively both independently and as part of a team.
- Exceptional integrity and the ability to handle highly confidential information.

Compensation



Project Coordinator

Position Description

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- Salary Range: \$48,000 - \$54,000.
- Position Type: Full-Time, Hourly/Non-Exempt.

Physical Requirements

- Perform sedentary work requiring exerting up to 10 pounds of force occasionally.
- Visual acuity required for data entry and reviewing detailed reports, proposals, and templates.
- Hearing and talking to perceive the expression and exchange of ideas.

The company is an Equal Opportunity/Affirmative Action Employer, a drug-free workplace, and complies with ADA regulations as applicable.

Cover letter and resume can be submitted to: info@consulttruenorth.com.