

SEEKING Project Coordinator

Description

We are seeking a highly qualified applicant to join our growing team! DFB is hiring a Full-Time Project Coordinator to support the Project Management department. This position requires a high level of organization and attention to detail to ensure the timeliness and to proactively aid Project Managers in the organization of orders by following a prescribed set of rules; Follow standard methods & techniques.

Job Duties

- Assisting with the management certain aspects of contracted projects, achieving customer service standards, and ensuring quality standards are adhered to & Corporate monthly performance goals met
- Working collaboratively with all necessary internal/external parties to assist in the scope, review and development accurate estimates, recommend revisions to the final design
- Assuring timely & fact-based feedback to customer questions and issues; documenting and communicating any deficiencies that would preclude us from meeting objectives, schedules, budget or warranted specifications
- Developing and maintaining schedules; specific to material requisition, shade fabrication and material delivery
- Planning sequence of work in accordance with Construction Schedule committed dates Preparing and maintaining documentation for cost/expenditure of the project, sell price of the project and any particular payment applications; submitting change order, pro forma invoicing, etc.
- Liaison between Purchasing, Production Planning, CAD, Accounting dept's. for internal resource coordination; setting meetings and agenda, assigning functional responsibilities and tracking performance against agreed commitments
- Assuring accurate order entry, monitoring proper release of shop drawing submittal for timeliness and accuracy & shades against entered orders, tracking ship dates to ensure meeting commitments to customer

Requirements

Education and Experience

- Associate's degree required, Engineering or Construction Management concentration preferred along with 2-3 years of Project Management experience in a manufacturing or construction environment OR Bachelor's degree in Architecture, Electrical or Mechanical Engineering
- Experience coordinating order issuance and order tracking

Knowledge, Skills, and Abilities

- Excellent communication, organizational, and Word/Excel skills
- Proactive and willing to initiate action, solution oriented
- Must have the ability to work on their own and bring their own skills to bear to improve the processes and procedures already in place

Behavioral Competencies

- **Ensures Accountability** – Holding self and others accountable to meet commitments
- **Drive Engagement** – Creating a climate where people are motivated to do their best to help the organization achieve its objectives
- **Instill Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity
- **Drive Results** – Consistently achieving results, even under tough circumstances
- **Consumer/Customer Focus** – Building strong customer relationships and delivering on customer-centric solutions
- **Critical Thinking** – Making Sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
- **Being Resilient** – Rebounding from setbacks and adversity when facing difficult situations
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

CONTACT:

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