

Summary

Assists Project Team with the documentation and daily administration of the project. Responsible for maintaining project management documents and files as assigned by the Project Executive, Sr. Project Manager and Project Manager. Manages internal and external administrative processes for project as well as provides high-level organization and administrative support to Project Team.

Essential Functions

Administrative

- Manages and coordinates project administrative tasks as required for successful project delivery, such as schedules, meeting agendas and minutes, documents and files.
- Sorts and distributes external project correspondence and monitors project email activity to ensure project tasks are launched or completed.
- Assembles and distributes monthly project reports for internal and external team members and Client.
- Assists in coordination of project meetings and events including scheduling, agendas, attendees, meeting space and supporting documents or technology.
- Attends functions and meetings to gather and furnish information as requested.
- Coordinates Project Security Badging as required by Client and maintains internal team member badge distribution log. Monitors same information for any access key or lock key distribution.

Project Initiation

- Initiates set-up of Project Management systems (project number, Dropbox project directories, document templates and files).
- Assists in soliciting project consulting services.
- Assists with preparation and coordination of proposals, manuals, and presentations.
- Coordinates and participates in project kick-off meetings.

Project Administration

- Attends Client meetings with the project team, records and distributes minutes.
- Attends project meetings with Owner, Design Team and other team members, proactively prepares and distributes meeting-specific agendas, meeting minutes and other supporting documentation.
- Assists in preparation of Client requested documents and timely distribution of those documents.
- Understand Client Scope of Services in relation to the Project Coordinator position to help ensure project team delivers expected services.

Promote Client Relations

- Builds effective relationships with Client, user groups, design team and other project team members that reflect and support company core values and meet the Client's expectations.
- Actively participates in industry, Client, and community relations to enhance company image.

Culture, Leadership and Employee Development

- Promotes our principles, communicates our vision and purpose through service to our Clients.
- Serves as a role model and promotes professional behavior.
- Participates in personal career development through on-the-job training, attends internal training programs as offered and assists in the development of interns / new employees.

Perform miscellaneous duties as assigned.**Physical Requirements and Working Conditions**

- Typical work environment is an office setting, must be capable of working within a technology environment including cloud network, Internet, computers, tablet and cell phone. Must be able to sit for extended periods of time.
- Project work environment may be at an external office, must be able to travel in an automobile and capable of working within a virtual office environment including use of cell phone, laptop computer and virtual connectivity.
- Project work environment may be a project construction site, must be able to travel to project construction site and wear personal protective equipment, including hardhat, safety goggles, ear protection, safety vest and hard soled shoes. Must be able to walk the jobsite multiple times per week.
- Project work environment is commonly in a remote office and through use of Virtual Meetings, must be able to positively participate in all project meetings and prioritize time and activities to be self-managed and meet the Client's expectations.

Education, Experience and Behavior

- B.S. in Architecture, Engineering or Construction Management or related field with 4 years experience in related industry. Or 8 years experience in related industry, including project management, architectural, engineering or construction.
- Able to anticipate Project Manager's needs, make decisions and resolve issues in his or her absence.
- Uses time effectively based on priorities; accepts direction from more than one person at a time and oversees multiple tasks or projects.
- Communicates well and creates effective Client-focused relationship at all organization levels.
- Able to write clearly and concisely in a variety of communication settings and styles.

- Open to change and can learn quickly when faced with new opportunities and challenges.
- Organizes people and plans/manages multiple activities to accomplish desired results.
- Makes decisions under tight deadlines with composure, occasionally with incomplete information.
- Exhibits commitment to quality by evaluating project-related processes and making necessary changes, using Client input to make improvements, and meeting internal and external Client expectations.
- Acts in a manner of integrity that demonstrates support for the company values and the employees, while maintaining constant focus on meeting Client requirements and expectations.
- Strong computer skills in word processing, spreadsheet, scanning, database and presentation software. Demonstrates proficiency using computers, tablets and company communication tools, such as email, Internet, and software applications (e.g., Mac operating system, Microsoft Word, Excel, Office, Outlook).

A successful candidate would meet all the requirements of the mSP Project Coordinator position description as well as the Roles and Responsibilities requirements noted below:

mSP Team:

- 1) Understand the Project Coordinator roles and responsibilities, as guided by Project Executive or mSP Leadership.
- 2) Promotes our Core Values and Culture, communicates our vision and purpose through service to our Clients.

Client Management:

- 1) Maintain existing key Client relationships through professional and personal interaction.
- 2) Build effective relationships with key stakeholders and professional consultants in support of the project's success and company core values.

Program Initiation:

- 1) Understand and follow project standards related to document control, including databases to use and naming conventions.
- 2) Schedule meetings as requested and ensure all required attendees are included. Confirm meeting time/date/place, format (in-person or virtual), and issue invite.
- 3) Prepare meeting agendas and meeting minutes for all mSP led meetings.
- 4) Assist in establishing documentation templates to include Project Directory, Action Item Logs, Meeting Agendas, Meeting Minutes, Tracking Logs, etc.
- 5) Assist in establishing and implementing invoicing procedures.

Budget:

- 1) Participate in monthly budget update & forecast meetings to ensure all current & future costs are accounted for.
- 2) Participate in budget update at key design milestones (programming, SD, DD, CD, and GC Contract).
- 3) Perform key project processes in Owner's accounting software to include contracts, purchase orders, invoices, and financial closeout.
- 4) Assist in accurately tracking all project costs (consultants, construction, RFIs, change orders, FF&E, MEQ, owner costs, etc.) related to assigned scope and report information to the Sr. Project Manager.
- 5) Prepare recommendation memorandums for Project Manager, Sr. Project Manager, or Project Executive review & approval.

- 6) Proactively follow up with consultants, contractors, vendors, etc. to ensure timely purchase orders, invoices, and payments.
- 7) Issue Contracts, Invoices, and other documents in DocuSign for required signatures.

Schedule:

- 1) Review and understand overall project schedule. Assist team in remaining on track.
- 2) Look down field to stay ahead of assigned tasks/scopes in support of the schedule.

Programming & Design:

- 1) Actively participate in the Design process to ensure the Design is developed in accordance with the original Program Scope.
- 2) Assist in the scheduling of Design related meetings. Ensure all required participants are in attendance.
- 3) Participate in the mSP Peer Review process at each major stage of design completion. Ensure all comments are resolved. Manage Bluebeam Sessions.
- 4) Coordination with key stakeholders, design team, consultants, etc.
- 5) Ensure Design Phase is properly documented by the Design Team (key decision log, scope changes, meeting minutes, meeting recordings, etc.)
- 6) Assist in managing documentation control to ensure all required documentation is issued and saved in the appropriate locations.

Construction:

- 1) Establish and participate in process for key Construction Management tracking tools:
 - a. OAC Meetings
 - b. QA/QC Process
 - i. Jobsite walk intervals, report procedures, key meeting frequencies, etc.
 - c. Field Coordination
 - d. Weekly Reports
 - e. Monthly Reports
 - f. Change Order Management
 - g. Schedule Management
- 2) Assist in monitoring Construction progress to ensure Construction remains on track and is completed within the overall Program Schedule.
- 3) Walk the jobsite weekly (at a minimum) to complete the following tasks:
 - a. Review work in place and identify any potential QA/QC concerns.
 - b. Take photographs for record documentation and the weekly construction report.
 - c. Confirm progress of construction in the field vs overall project schedule. Report any schedule delays and assist in facilitating a recovery plan.
- 4) Coordination with and between General Contractor, Owner Consultants, and Owner Vendors.

- 5) Attend construction related OAC meetings or coordination/issues resolution meetings to communicate client expectations and set goals for resolution.
- 6) Populate General Contractor Pay Application spreadsheet.
- 7) Assist in MEQ or FFE space and utility requirements with construction coordination.
- 8) Assist with construction punch list and construction close out.

FF&E Procurement:

- 1) Participate in and follow reporting procedures for Consultants to track & monitor FF&E procurement.
- 2) Successfully managed assigned scopes to ensure FF&E is procured within the project schedule.
- 3) Assist in overseeing MEQ & FF&E procurement. Consultants will be utilized to directly manage but mSP is responsible for coordinating and ensuring all MEQ and FF&E are delivered and installed within the project schedule.

Move/Activation:

- 1) Monitor and manage key metrics, expectations, and reporting requirements for the Move/Activation Consultant.
- 2) Assist with move/activation activities in assigned areas for a successful Go Live milestone.