



Project Management Coordinator

North American Mechanical, Inc. (NAMI) seeks a Project Management Coordinator. The career path for the right individual will be to assist senior project managers to plan, direct and coordinate the activities of an assigned project to ensure that goals and objectives of the project are accomplished within the prescribed time frame and budget parameters as dictated by project contract.

Responsibilities include:

- Planning and directing the operations required for the completion of assigned projects within budget, customer requirements and timelines.
- Conferring with and directs field personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
- Inspecting work in progress to ensure workmanship conforms to specifications and adherence to construction schedules per assigned projects.
- Preparing billing projections for assigned construction projects based upon project completion schedule as well as reviews the projections for all other projects.
- Preparing project status reports for compliance with company standards, customer contract requirements, and other related specifications.
- Preparing labor projections and requirements field projects.
- Conferring with management regarding the awarding of apprenticeships to qualified NAMI employees.

The right candidate must have:

- Bachelor's Degree in construction management or related mechanical field including civil engineering preferred.
- Must be highly organized, detail orientated, have excellent communication and interpersonal skills.
- A thorough knowledge of construction processes and management techniques. Confidentiality a must.

A career at North American Mechanical - Comfort Systems USA means being part of a team and being proud of it! It means working safely and exceeding customer expectations. It means learning and growing your career, while striving for excellence, both personally and professionally. We offer an environment centered on care for our people and our customers and a full benefits slate including medical, dental, vision, life, 401 K, paid holidays & vacation as well as paid training and year-end bonus potential.

Equal Employment Opportunity/Affirmative Action Employer

Quality People. Building Solutions.SM