The Role: The Project Assistant is an integral member of the project team responsible for delivering construction projects of varying size and complexity. The Project Coordinator is responsible for documenting, organizing and monitoring project documents, under the direction of a Project Manager (PM).

- **Scope of Responsibilities:** • Assist the PM in the drafting and issuance of project proposals, budgets, and schedules • Prepare and distribute minutes to all project team members • Effectively and accurately communicate relevant project information to the client and project team • Issue Contracts, Letters of Intent, Purchase Orders, etc. • Maintain Contract Execution Tracking Log • Track & manage contemplated change notices and change orders in the database • Effectively manage project documents according to document control processes (Including RFIs and Submittals) • Physical filing and maintenance of physical files and computer files. • Answer and handle telephone calls • Other various administrative duties as required • Prepare substantial completion certificates and ensure all required project close out documents are obtained

- **Candidate Qualifications:** • 4-5 years of experience supporting Project Managers in the delivery of construction projects • Proficient in MS Office Suite of products, MS Project and/or Primavera and database environments • Experience with Timberline/Adobe/Bluebeam Software highly valued • Knowledge of general contracting practices • Familiarity with construction trades and specification codes • Effective communication skills including verbal, written and presentation skills • Proven ability to work effectively both independently and in a team based environment • Demonstrated willingness to be flexible and adaptable to changing priorities • Strong multi-tasking and organizational skills • Ability and willingness to work 8am – 5pm • Ability and willingness to work non-duty hours as required • Must be a self-starter who achieves maximum results with minimal supervision • Maintains a professional demeanor when working in stressful situations

The Company: LANDCO Construction Company was founded in 2001 based on Ron Landolt’s vision to build a collaborative team-approach environment. This concept allows LANDCO to focus on a proven process; ensuring clients receive the highest commitment to quality and detail at every stage of their project – from design through construction completion.

Today, LANDCO Construction is a vibrant, innovative and profitable firm with dozens of successful clients in the St. Louis area. The company attributes its growth to their organization of professionals that brings proven leadership and expert foresight to every project they start.

LANDCO begins by understanding and delivering on the specific vision of the client. Extensive planning, management and practical skills assure that we always exceed the client’s expectations. Delivering high-quality results on time and on budget is the driving force behind every project designed and produced by LANDCO Construction. It always will be.

www.landco-construction.com

- **Employee Benefits:** • Medical • Dental • Vision • 401K • Vacation pay • Sick pay • Salary commensurate with industry experience • Business casual environment