



Project Expeditor

Position Description

The Project Expeditor will report to the Vice President of Operations and work with Project Managers, Superintendents, Assistant Superintendents, Subcontractors and Consultants to fulfill the duties and responsibilities as outlined below.

Essential Duties and Responsibilities

- Review and comprehend project plans, specifications, general conditions, scope of work and other construction variables
- Review submittals
- Assist with RFIs
- Process change orders
- Maintain job files including organization and archiving
- Prepare and maintain CPM schedules
- Analyze variances between estimated costs and actual costs
- Other duties as assigned

Qualifications

Experience in the construction field. Proficiency with Microsoft Office suite programs and Microsoft Project. Experience with Viewpoint Construction Software preferred. Candidate must possess a professional demeanor, positive attitude, a strong work ethic, suitable interpersonal skills and the ability to communicate well both verbally and in writing.

Physical Demands and Work Environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 pounds.

Work Environment: Variations in work location and schedule may occur.