



WEBCO HR, Inc.

Let Experience be Your Guide

PROJECT COORDINATOR – HUNTINGTON BEACH, CALIFORNIA

WEBCO HR, Inc. is seeking a Project Coordinator for one of our clients located in Huntington Beach, California.

SUMMARY:

The Project Coordinator will be part of a team which is responsible for the precise and timely organization of construction documentation. This position provides administrative support to the Project Manager and Operations Manager.

Project Coordinators are responsible for managing multi-step/phase orders in the new construction industry, ensuring each step from order entry to handoff to fulfillment is completed on time. This includes coordinating and issuing submittal drawings, scheduling site visits, and collaborating with detailers, purchasing, and field representatives to ensure project success. Strong written and verbal communication skills are crucial, as the role involves regular interaction with customers to reinforce and enhance company relationships. This role requires strong organizational skills, attention to detail, and the ability to work collaboratively with cross-functional teams to ensure projects are completed on time. Experience in multi-story, multi-family construction projects are required.

RESPONSIBILITIES:

- Plan, coordinate, and monitor project progress, addressing issues as they arise.
- Coordinate with clients to define project requirements, scope, and objectives, ensuring their needs are met throughout the project.
- Serve as the primary liaison between our client's subcontracting team and general contractors, maintaining clear, effective communication and collaboration.
- Prepare and maintain project documentation, including plans, reports, and submittal drawings.
- Schedule field representatives for site measurements and meetings with site personnel.
- Collaborate with detailers and the purchasing department to ensure timely ordering of materials.
- Use project management tools to track performance and ensure timely completion of each project phase.
- Provide administrative support and address customer concerns, maintaining control of the order until handoff to fulfillment and billing.

- Communicate effectively with customers to reinforce and enhance the company's relationships.
- Manage project details, schedules, changes, and documentation, ensuring alignment with general contractors' expectations.
- Support the Project Manager, contributing to the Order Management and Fulfillment departments' efforts for streamlined project execution.
- Utilize technologies like MS Office Suite, Fishbowl Inventory, MS Teams, ZoHo CRM, and Bluebeam to manage and document project activities.
- Emphasize attention to detail and critical thinking in all communications and project documentation.
- Build and sustain professional relationships based on trust and reliability with general contractors.
- Follow up on documents, drawings, change orders and project correspondence. Process and store digital and physical documents by project.
- File and organize project documentation as needed.
- Perform special tasks and projects as required.

REQUIREMENTS:

- A Bachelor's degree in Business Administration, Management, or a related field.
- Minimum of 5 years of experience in project coordination or a similar role, with a focus on new construction projects.
- Experience in a similar role within the subcontractor segment of the multi-family construction industry.
- Experience in multi-story, multi-family construction projects.
- Exceptional verbal and written communication skills, with a proven track record of effective customer and partner liaison.
- Strong organizational skills, attention to detail, and the ability to think critically under pressure.
- Great multitasking skills.
- Strong interpersonal skills and a customer-focused attitude.
- Based nearby or willing to relocate to Huntington Beach, California.
- Flexibility to adapt to project demands.
- Ability to work in a fast-paced, self-directed environment and prioritize multiple high-priority projects to ensure all deadlines are met.
- Ability to work under pressure and meet deadlines.
- Enjoy speaking with customers and reinforcing customer relationships.

PERFORMANCE METRICS:

- Timeliness and accuracy of project deliverables.
- Client satisfaction and feedback.
- Quality and completeness of project documentation.
- Effective communication and collaboration with team members and customers.

OPPORTUNITIES:

- Potential to advance to Senior Project Coordinator or Project Manager.
- Opportunities for continuous professional development and training.
- Participation in high-impact projects and initiatives.

COMPENSATION:

- \$24.00 - \$33.65 per hour
- Benefits

THE COMPANY:

Our client has been a leader in the waste and linen chutes industry for 90 years. Operating under several DBAs that provide customers with Chutes, Compactors, Recycling Systems and e-commerce parts and repair services. They pride themselves on quality, innovation, and exceptional customer service.

Four generations of the family have provided a continuous evolution in business and industry-leading design, engineering, manufacturing, installation, and consulting. The Company and its subsidiaries, represent the nation's largest firm and the market's preferred supplier and contractor of all things linen and waste chutes, waste compactors, and related equipment.

As a family-based business, they know success lies in a supportive, active, and cohesive team environment that crosses all levels and departments. Your fit with the team is as important as your work.

WEBCO HR, Inc. is an Equal Opportunity Employer

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