

## Job Description



# Construction Coordinator

## Responsibilities

- Work with on-site CM team to plan, organize, and supervise multiple projects from inception through design, construction, commissioning and close-out
- Maintain productive relationship with internal business partners and customers
- Communicate project status to Client management, internal customers and external parties as appropriate
- Utilize and become proficient in the use of construction management program's being considered for use (i.e. Microsoft Project, EXCEL, etc)
- Ensure projects scope, schedule, budgets and forecasts are developed and being tracked and executed to projects' goals
- Prepare project reports and documentation, communicate with Facilities Operations team, Facilities Engineering and Design team and Client management
- Coordinating with Local Government Agencies
- Maintain good relationship with CM, Trade labor and encourage craft productive improvements

## Requirements

- 3+ years of construction management experience, preferably in Semiconductor industry, with strong results in meeting deadlines and cost requirements
- Experience with construction contracts, managing budgets and schedules
- Ability to work with multiple customers
- Excellent communication skills; ability to work well with internal and external business partners and stakeholders
- Ability to communicate within multiple levels in an organization
- Strong analytical skills
- Knowledge and experience in LEAN construction practices
- OSHA 10 and/or OSHA 30 certification
- Ability and willingness to learn/grow into technical areas beyond current education and area of expertise/experience

## Education

- AA degree in construction management or equivalent experience