

Titan is a leading national electrical contractor with locations in Florida, Illinois, Georgia, and Texas. Titan maintains a strong reputation as a leading high-quality, customer-centric service provider which has resulted in strong financial growth since its inception in 2003. As a result, the company has become a trusted partner to its customers and suppliers and has established a proven track record of year-over-year growth. The company has significant opportunities to further penetrate its existing markets and expand into other geographies and service lines.

## **Project Coordinator**

### **Position Summary**

As we expand into the Nashville market, we are looking for an experienced project coordinator to help assist our project management team. A Project Coordinator ensures that upcoming projects are implemented successfully by gathering equipment, resources, and information. Project Coordinators will be responsible for ensuring the schedule, budget and details of a given task are well organized.

### **Major Responsibilities:**

- Support and assist the project team with administrative tasks
- Monitoring the daily progress of projects
- Participate in project design meetings and propose improvements if necessary
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Assist safety director with tracking of completed employee courses
- Create and maintain comprehensive project documentation
- Works with local county and cities to pull permits and request inspections
- Responsible for proactive administration of processing all submittals and RFIs to ensure timely turn-around.
- Tracking of supplier price increases, surcharges, and tariffs (inflation tracker)
- File Liens and Lien information into appropriate locations, both electronic and physical.
- Builds effective relationships with customers, design team, subcontractors, suppliers, and user groups that reflect and support company core values and meets or exceeds the customers' expectations

- Ordering necessary office supplies

**Requirements:**

- Minimum of 2 years as a Project Coordinator.
- Proficient in Microsoft office (Excel, Word, PowerPoint)
- Experience with eCMS is preferred
- Strong verbal and written communication skills.
- Ability to multi-task in a high volume, fast-paced work environment with very tight deadlines.
- Strong organizational and multi-tasking skills

*Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.*