



Project Coordinator

Location: Houston, TX

Hours: Full-time

Experience: Bachelor's degree in Engineering, Construction Management, Project Management or related discipline a plus, but not required with at least 5 years of industrial- or commercial-based project management experience

If you excel at customer service and have exceptional organizational and communication skills, you may be the Project Coordinator **FORGE** is searching for. In this vital position, you'll be the single point of contact for our customers throughout the engineering, manufacturing, shipping, and construction phases of their projects. You'll interact closely with external vendors and the Internal Logistics, Finance, and Construction teams to ensure all customer needs are met. And, most importantly, you'll provide our customers with the extraordinary level of service they've come to expect from **FORGE**.

ESSENTIAL DUTIES AND OTHER RESPONSIBILITIES:

- Assume all communications with customer after handoff from the Sales team
- Communicate with manufacturers during the engineering phase, including submittal and approval of drawings for each project
- Ensure team stays on track with engineering due date(s) and resolve all outstanding engineering issues between FORGE and the customer
- Review customer drawings to initiate internal change order(s)
- Ensure team is on track with production timeline and due date(s)
- Communicate with construction team to confirm delivery timeframes and coordinate with contractor arrival to site for installation
- Communicate specific project details to the appropriate departments (Finance, Construction, Management)
- All other project-related issues with the project order
- Perform other tasks as needed

QUALIFICATIONS:

- 5 years of industrial- or commercial-based project management experience
- Excellent communication skills
- Understanding of basic project specifications and contract terms & conditions
- Ability to multitask and work on several projects concurrently
- Ability to read and understand engineering drawings
- Ability to travel as required to perform duties (minimal travel expected)
- Valid driver's license
- Proficient in MS Office software
- Exceptional problem-solving skills and adherence to FORGE core values
- AutoCAD a plus



- Ability to read, write and speak in English; ability to speak Spanish a plus
- Basic knowledge of bolted steel tanks a plus
- Background in municipal, industrial, and commercial based projects a plus