



## Project Coordinator

**Location:** Katy, TX

**Hours:** Full-time

**Education/Experience:** Bachelor's degree in Engineering, Construction, Business Administration, or a related field is desired; minimum of 5 years of experience in industrial- or commercial-based project management

### POSITION SUMMARY

If you excel at customer service and have outstanding 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 RESPONSIBILITIES

- Assume all communications with customers 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
- Ensure team is on track with production timeline and due date(s)
- Review customer drawings to initiate internal change order(s), as needed
- 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 (Logistics, Finance, Construction, Management)

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- All other project-related issues with the project order
- Perform other duties as assigned

## QUALIFICATIONS

- Bachelor's degree in Engineering, Construction, Business Administration, or a related field is desired
- Minimum of 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)
- High proficiency with computer skills, including email, MS Office, and MS Excel
- Background in municipal, industrial, and commercial based projects a plus
- Ability to read, write, and speak in English; ability to speak Spanish a plus
- Working knowledge of AutoCAD a plus
- Basic knowledge of bolted steel tanks a plus

If this sounds like the perfect role for you, please visit <https://forge-global.com/careers/> to submit your application.

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