



## **Project Coordinator**

MurphyMcKenna Construction is seeking highly qualified candidates for a Project Coordinator to join our team. Primary responsibilities are to coordinate and direct the operations for high-profile projects from inception to completion. The Project Coordinator is to ensure all projects are completed on time, within budget and meet a variety of high-quality standards. You will work closely with our Project Manager to prepare comprehensive action plans, including resources, timeframes, and budgets. Excellent time management and communications skills are essential, as you collaborate with clients, subcontractors, architects, and internal team members.

Focusing on high-end residential custom homes throughout the Bay Area and Sonoma County, MurphyMcKenna is regionally recognized for their commitment, dedication, and execution to the highest level of craftsmanship.

### **Essential Job Functions:**

- Hire and organize subcontractors and individuals necessary to complete the project as well as coordinate all schedules.
- Evaluate, recommend, and implement procedures for data acquisition, management, and quality control.
- Motivate and monitor the progress of work performed by project staff.
- Liaise with clients to identify, define project requirements and scope, while ensuring that the clients' needs are met as the project evolves.
- Serve as a key resource for project information and quickly resolve problems and questions referred by internal and external sources.
- Recommend and evaluate statistical methods for data analysis and monitor and interpret results.
- Plan and participate in meetings, discussion groups and other types of events to promote project visibility.
- Ensure standards and requirements are met through conducting quality assurance tests

### **Required Skills:**

- Strong client-facing and teamwork skills are essential.
- Solid organizational skills, including multitasking, time management and complex problem solving.
- Experience in project management, from conception to completion.
- Strong background and working skills with Microsoft Office (Excel, Word, Outlook) and SAGE Contractor 100.
- Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.
- Have strong background with risk management and quality assurance.
- Must have valid California Driver's license with clean DMV record and be able to pass background check.

MurphyMcKenna offers an excellent compensation package which includes competitive medical, generous profit-sharing IRA/401k plan, Paid Time-Off (PTO) and paid Holidays.

Apply: Send your resume to [careers@murphymckenna.com](mailto:careers@murphymckenna.com)