

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/15/2024



94560
Newark, CA, 94560

Project Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$27.00 to \$37.00 hourly
Employment status: Contract / Temporary

Description

Construction company located in Fremont looking for a project coordinator who will:

- Provide overall administrative support to the project team for the day-to-day activities on the project including: administration of subcontracts and all associated construction compliances, documents, and documentation; electronic processing of subcontractor and vendor invoices and payroll; job site safety; and office management. You will also initiate and execute project start-up and close-out.
- Coordinate jobsite office set up, office and phone equipment, office supplies, and vendor's services.
- Own the project accounting process within specified timelines.
- Process new-hire field and transfer employees and coordinate field lay-off paperwork. Approve timecards.
- Other office management related duties as required.

Requirements

- Construction accounting experience preferred.
- Strong computer skills with the ability to use MS Office with proficiency (Word, Excel, Outlook). Prior Project Management software experience a plus.

Please call 510-270-4188 for expedited consideration.

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