

Nov. 2020

Job Title: Project Coordinator

Job Description:

A growing commercial elevator manufacture is excited to announce a new position, one in which fuses administrative responsibilities with project coordinator duties. Due to product expansion Alliance Elevator Solutions (AES) is looking for a talented Administrative / Project Coordinator. The qualified candidate must be a high-energy self-starter with a strong work ethic. This individual will need to be motivated by a competitive industry and be results, detail and team-oriented.

Position's Duties and Responsibilities:

- Responsible for successfully managing all facets of new construction and modernization projects meeting both customer expectations and AES profit projections.
- Maintains an accurate status of all projects within the ERP/customer portal interface (ToolBOX).
- Is 100% responsible for the timely and accurate delivery of all project change orders.
- Performs an approval drawing review, intercepting possible changes/delays before project is submitted into Engineering.
- Upload drawings, change orders, notes and emails to the customer's online portal.
- Respond to customer questions, issues & requests.
- Track materials and factory parts; includes controlling costs.
- Provide weekly and monthly reports on progress.
- Interface with sales and customers to ensure specification are met completely.

Job Requirements: Qualifications:

- Associates Degree or equivalent, minimum two-year college degree or **ample** experience in the construction industry.
- Understanding of ERP and CRM tools required
- Excellent communication skills
- Excellent problem-solving ability

Assessment testing, background checks, education verification and drug screens are required as a part of the recruitment process. Candidate must pass criminal background and drug test.

Alliance Elevator Solutions is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or veteran's status. We are proud to have a strong commitment to equal opportunity in the workforce and believe in treating people with dignity and providing equal employment and advancement opportunities for all. If you want to join a fast growing joint venture anchored financially by two strong and stable companies and make immediate contributions, please send your resume to:

If you want to join a fast-growing joint venture anchored financially by two strong and stable companies and make immediate contributions, please send your resume to: thall@allianceelevator.net.