



# EXPLORE OPPORTUNITIES IN STEEL CONSTRUCTION

## PROJECT COORDINATOR

A Project Coordinator oversees project aspects like scheduling, budgeting, and quality control. They collaborate with project managers, contractors, and subcontractors to complete projects on time and within budget.

### ROLES AND RESPONSIBILITIES

- ✓ Coordinate and oversee all aspects of construction projects, including scheduling, budgeting, and quality control
- ✓ Collaborate with project managers, contractors, and subcontractors to determine project requirements and ensure that they are met
- ✓ Create and maintain project schedules and budgets
- ✓ Conduct regular site visits to monitor project progress and ensure that work is being performed to the required standards
- ✓ Prepare project reports and presentations for stakeholders
- ✓ Manage project documentation, including contracts, change orders, and invoices

### PAY & SALARY (CALIFORNIA)

**\$58,000- \$94,000 per year**



# REQUIREMENTS

- ✓ Bachelor's degree in construction management, engineering, or a related field
- ✓ Strong organizational and project management skills
- ✓ Proficiency in computer software for project management and scheduling
- ✓ Excellent communication and interpersonal skills
- ✓ Attention to detail and ability to work under tight deadlines

## Sought-out Certifications:

-  PROJECT MANAGEMENT PROFESSIONAL (PMP)
-  CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)

## Educational Programs:

-  BACHELOR'S DEGREE IN CONSTRUCTION MANAGEMENT, ENGINEERING, OR A RELATED FIELD
-  CONSTRUCTION MANAGEMENT CERTIFICATION PROGRAM

## More Information:

 [www.westernsteel.org](http://www.westernsteel.org)