



PROJECT COORDINATOR

- Create and maintain project binders, files and contact lists.
- Update drawings and drawing logs.
- Distribution of drawing revisions.
- Organize and track permits as required
- Creating formal RFI's from Super/PM drafts, distribution and tracking of same.
- Update drawings with ASI/RFI information.
- Project photo documentation and tracking.
- Subcontract administration
- Track, Organize and prepare invoices for Project Management
- Gather all required close out documents.
- Attending all Owner and Subcontractor meetings and maintaining detailed meeting minutes for same.
- Route and track all Owner and Sub change orders after receipt from Project Manager
- Route and track all Owner pay app's after receipt from p.m.