



Job Description

Position: Project Coordinator

Company: Bill's Fence Company

Location: Cabot, AR

Employment Type: Full-time

Job Description:

As a Project Coordinator, you will be responsible for overseeing and coordinating various fence installation projects from start to finish.

Responsibilities:

- Coordinate project timelines, resources, and materials for efficient execution of fence installations.
- Communicate with clients, contractors, and team members to ensure project requirements are met.
- Monitor project progress and address any issues that may arise during installation.
- Maintain project documentation and reports for accurate record-keeping.
- Assist in budget management and cost tracking for each project.
- Processing contracts for multiple locations
- Ordering materials utilizing QuickBooks to ensure projects are staged and ready for installation
- Coordinate with the general manager and Senior Project Coordinator all information needed to process a customer's file
- Answering phones and scheduling residential and small commercial appointments for the sales team in multiple locations

Requirements:

- Proven experience as a Project Coordinator or similar role in the construction industry.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to multitask and prioritize tasks effectively.
- Knowledge of fence installation processes and materials is a plus.
- Strong customer service focus and ability to communicate effectively with customers
- Ability to work in a fast-paced environment

BILL'S FENCE COMPANY INC.

- Desire to assist with company growth
- Exceptional phone skills
- Experience with Excel and QuickBooks preferred
- Experience in a construction setting preferred

Qualifications:

- Bachelor's degree in Construction Management or related field preferred.
- Proficiency in project management software tools.

Benefits package including:

- 401K Matching
- Life Insurance
- Weekly pay via direct deposit
- Paid Time Off (vacation, holidays and sick time available)
- Dental Insurance
- Vision Insurance
- Health insurance

*All new hires will be required to submit a pre-employment drug screen and undergo a criminal background check

Job Type: Full-time

Competitive Salary

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

BILL'S FENCE COMPANY I N C .

- Monday to Friday

Work Location: In person

If you are passionate about project coordination, have a background in construction, and thrive in a fast-paced environment, we invite you to apply for the Project Coordinator position at Bill's Fence Company. Join us in delivering high-quality fence installations to our clients.

To apply, please submit your resume via website or Indeed