**There is Job Title: Project Coordinator – Electrical Construction**

 *Fresno, CA | Full-Time | On-site with occasional field visits*

**About Us:**

We’re a leading electrical contractor serving commercial and industrial clients throughout Central California. Our projects range from ground-up builds to complex design-build solutions. We’re looking for a detail-oriented and proactive **Project Coordinator** to support our project managers, field teams, and clients across multiple job sites. If you thrive in a fast-paced, team-oriented environment and know how to keep projects running smoothly — we want to talk to you.

**Key Responsibilities**

**Project & Field Support**

* Assist project managers with day-to-day project activities and documentation.
* Coordinate and communicate between internal teams, subcontractors, vendors, and clients.
* Create and maintain project records including RFIs, change orders, cost codes, and tracking logs.

 **Change Orders & Cost Tracking**

* Track change orders post-estimation, including approvals and documentation routing.
* Maintain and update cost code tracking; provide weekly reports to field teams.
* Identify key cost shifts such as labor or rentals and notify project managers.

**Submittals Management**

* Create and maintain submittal logs aligned with the GC’s format.
* Compile, review, and submit all required documentation.
* Monitor submittal status through approval, including follow-up and vendor coordination.
* Organize and store submittals in shared drives and Procore.

 **Procore Administration**

* Create and set up new jobs in Procore, including document uploads and plan organization.

**Material Tracking**

* Monitor delivery schedules, lead times, and shipping logistics for lighting and power packages.
* Communicate with vendors and field teams regarding material status and delivery issues.
* Coordinate with subs and shop staff to align deliveries with project schedules.
* Draft and issue delay notifications when needed.
* **Closeout & Warranty**
* Create closeout logs based on GC requirements.
* Collect, review, and submit all final documentation (as-builts, warranties, O&Ms).
* Manage warranty claims for completed projects and coordinate repairs/resolutions.

**Safety & Compliance**

* Track and archive all tailgate meetings, safety docs, and PJHAs.
* Ensure field teams complete required documentation consistently.

**Qualifications**

* 3+ years in construction or electrical project coordination or project admin role.
* Strong knowledge of Procore and document control systems.
* Familiarity with cost tracking, RFIs, submittals, and closeout documentation.
* Experience working with Spectrum, Bluebeam, or similar tools is a plus.
* Excellent communication and organization skills.
* Ability to prioritize and manage multiple tasks across several projects.
* Basic understanding of electrical construction terminology and workflow is preferred.

**Benefits**

* Competitive pay based on experience ($27-$29/hr)
* Health, Dental, and Vision Insurance
* 401(k) with company match
* Paid Time Off & Holidays
* Opportunities for training and advancement