

Our Purpose Statement:

We exist to advocate for owners and dramatically improve the building process.

Broaddus & Associates is a recognized leader providing proven planning and project management services to public and private sector owners on significant design and construction programs throughout Texas. The Texas-based firm is consistently ranked in the Top 100 Program Managers by Engineering News Record magazine. Projects are typically for large institutional owners, including higher education, research, healthcare, government, and not-for-profit clients.

Project Coordinator Job Description

The Project Coordinator is responsible for supporting the project management team throughout the life of a project. Primary duties include maintenance of project budget and schedule exhibits, drafting cost reports and forecasts, and managing contract administration processes. This may include maintenance of program or project master schedules, coordinating analysis and reporting on construction schedules and updates to schedules, budget and cost tracking, cash flow forecasting, and invoice processing. The Project Coordinator compiles information and drafts client briefings and responds to client requests for project information.

Project Coordinator Skills

The Project Coordinator will use analytical, problem-solving, organizational, and written/oral communications skills. The ideal candidate should be a detail-oriented analyst who can consistently meet deadlines and possess the ability to work within a team or independently as needed. The Project Coordinator must be able to multi-task and demonstrate the ability to work with a diverse work group of vendors, executive managers, subcontractors, consultants, and other professionals. The Project Coordinator should understand spreadsheet-based budget tracking, reconciliation, and forecasting,

and how to represent budget data at various levels of detail for large construction projects spanning multiple years. The Project Coordinator must understand typical construction project sequencing and scheduling, and how to review and interpret a construction schedule for technical approach to schedule development (best practices), overall schedule reasonability and realism. The Project Coordinator will assist Project Managers in verifying that claimed costs for work performed are aligned with scheduled progress. In addition to these skills, it is important that Project Controls Analyst display the following specific capabilities:

Required Skills:

- MS Office suite of applications (especially Excel, Word, PowerPoint, and Outlook)
- Independent workload and time management (flexing work plan to complete all deliverables on schedule)

Preferred Skills:

- Working knowledge of Primavera P6 scheduling software
- Familiarity with an integrated project management information system (PMIS)
- Preparation and delivery of executive level presentations

Role Accountabilities / Responsibilities:

- o **Support Project Managers and Owner.** Coordinate with and be responsive to information requests. Incorporate updates and field input into work products and reports. Coordinate with project managers to discuss the progress of each project and talk about schedule changes, project scope adjustments and more.
- o **Change Management:** In coordination with Project Managers, coordinate project change order documentation and identify funding sources. Monitor RFIs and Submittals for cost implications and track construction administration actions for budget impacts.

- o **Project Management Information System (PMIS) Updating:** Be able to navigate various PMIS platforms, retrieve and post documentation, and update online workflows as required. Owner uses eBuilder™ for many functions. Broaddus uses Owner InSite™.
- o **Coordinate Project Budgeting and Scheduling.** Two main areas that the Project Coordinator will focus on is budgeting and scheduling. The incumbent will assist in maintaining and updating the program and project budgets, tracking costs, and coordinating schedule updates. The Project Coordinator will report budget status and cash flow forecasts to the Owner and will revise budgets as directed.
- o **Manage Cost Controls and Track Cash Flow.** Ensure that what the client is paying for is accurate and that appropriate cost accounting and documentation processes are followed.
- o **Financial Contingency Planning / Budgeting / Execution:** In coordination with Project Managers, track and report on contingency pools.
- o **Schedule Review / Analysis:** Maintain Owner Master Schedule (OMS); coordinate technical and field review of Contractor's Master Schedule and develop reports for Owner as required.
- o **Payment Application (Invoice) Processing:** Coordinate end-to-end process for receiving, reviewing, revising, approving, and forwarding pay applications to Owner for processing; report status as required. Task applies to Contractor, Design Team, various consultants, and other support services.
- o **Generate and Deliver Project Reports.** Project Coordinator is responsible for drafting reports addressing various aspects of project execution. Project Coordinator will present the details of these reports during group or one-on-one meetings with project managers and executives.
- o **Suggest and Manage Changes in Project Processes.** Project Coordinator should have the ability to recognize which areas of project management need to be re-addressed to maintain efficiency and cost control. Be able to present process improvement to project managers and assume the responsibility of implementing and managing these changes in the project management cycle.
- o **Other project controls duties as assigned.**

Qualifications

Education: Bachelor's degree in architecture, engineering, construction management or a related field is preferred. Formal technical training and experience may be substituted for consideration as equivalent.

Experience: 5-7 years project coordination experience, preferably in a Hospital / Healthcare capital construction environment on large construction programs (\$250M to \$800M). Recent graduates in a relevant professional field may substitute developmental and intern engagements for consideration as equivalent.

Corporate Values and Behaviors

Own It:

- Assume Responsibility and Earn Trust
- Run to Problems
- Protect Resources (as if they were your own)

Think We:

- Make It Painless, Blameless, and Fun
- Collaborate and Share Credit
- Consider the Needs of Others

Go Beyond:

- Anticipate Challenges

- Mind the Details
- Exceed Expectations

Honor Process:

- Leverage Proven Best Practices
- Be Open-Minded and Innovative
- Communicate and Be Transparent

Company Description

Broaddus & Associates is one of the leading providers of facilities program management, consulting, and planning services in the United States for owners who are planning and developing construction projects. Since our inception in 2000, Broaddus & Associates has completed or is currently managing over \$12 billion in capital projects. Our firm is currently ranked in the top 50 in the nation among program management firms by McGraw Hill's Engineering News-Record magazine. We are 3rd on that same list among firms who list construction program management as their core competency. Our project management approach combines proven Best Practices project procedures with an exceptionally experienced staff. Our senior project professionals have an average of 25 years of experience serving as planners, project managers, estimators, schedulers, architects, engineers, or contractors. This is augmented by a dedication to embracing those advances in our industry that can provide additional value to our clients, such as Building Information Modeling, construction technology, or sustainability initiatives. This combination of standard practices, technology, and unparalleled expertise enables us to configure our services to each project and produce superior results. Employment Benefits include, but are not limited to, a competitive salary, health insurance, 401k Plan, company paid personal time off, and long-term disability insurance.