



BRAINTREE GROUP

Project Coordinator

Company: Braintree Properties

Classification: Full-time, non-exempt

Location: Boise, Idaho

Benefits: Yes

Reports to: Director of Design

Compensation: DOE

Duties & Responsibilities

Work collaboratively with the architect/project manager and design team to maximize productivity
Assist the project manager in the execution of the management plan for assigned projects
Assist in the design phases and coordination of projects from inception to completion
Carry out daily operational tasks in an effective and timely manner
Assist with facilitating communications between design staff, outside vendors, and clients
Organize, file, and maintain all current project documents
Coordinate and execute daily administrative tasks
Schedule meetings, phone calls, site visits, etc.
Gather necessary information from contractors, vendors, and clients
Maintain positive vendor and client relationships
Other duties as assigned

Qualifications & Experience

1-2 years of construction administration experience preferred

Skills & Intangibles

Knowledge of SharePoint, Microsoft software
Excellent time management and organizational skills
Ability to work with multiple projects simultaneously
Must have ability to problem solve and multitask in a fast pace environment
Must be detail oriented and have effective communication skills

Equal Opportunity Employer

Braintree Properties is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

Braintree Properties Headquarters:

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