

## **Operations Coordinator- Farrell Design-Build**

Farrell Design Build is seeking an Operations Coordinator to support the Construction Manager and its Project Managers. This position is an essential part of the operational flow within the office and field. We are looking for someone who is proactive and identifies the operational needs and brings them to the attention of the Construction Manager.

At Farrell Design-Build, we want our customers, partners, and employees to know, that above all else we are honest and firm, we strive to be graceful and humble, and we persist to be proactive in our work and relationships.

If you have the required skills and a can-do attitude that Farrell is looking for, then consider applying for the Full-Time **Operational Coordinator** position in the foothills of Sacramento and join our growing team!

### **Job Purpose and Expectations:**

- 1) Support Construction Manager with diverse tasks as needed.
- 2) Assist Project Managers and Project Manager Assistants with tasks as needed.
- 3) Assist with preparation and distribution of subcontract agreements and follow up on change orders to subcontractors.
- 4) Follow-up with PMs and CM on project closure documents.
- 5) Follow-up on coding of invoices.
- 6) Maintain job file and binders.
- 7) Follow-up and track project documents.
- 8) Assist in developing, maintaining, and implementing operational procedures.
- 9) Assist with archiving of all operations electronic and/or hard copy files.
- 10) Assist with updating job schedule.
- 11) Document and distribute Project Meeting Minutes.
- 12) Assist with dispatching union workers.
- 13) Assist with hotel arrangements as needed.

### **Required Education/Training:**

- 1) High School Graduate.

### **Desired Education/Training:**

- 1) Some college coursework.

### **Required Work Experience:**

- 1) 1-2 years administrative experience in a construction/engineering environment.
- 2) Must be willing to travel to a job site when needed to deliver a tool, job book, check etc...

### **Required Skills:**

- 1) Effective written communication skills, and professional telephone manner.
- 2) Intermediate Skill level in MS Outlook, Excel and Word, Adobe Acrobat Professional.
- 3) Detail oriented and ability to handle many responsibilities and prioritize workload.
- 4) Positive attitude, team player and takes initiative.

### **Desired Skills:**

*The information above describes the general nature of the position and serves as a summary of the typical job functions; it's not a comprehensive list of all possible job responsibilities, tasks, or duties. We maintain a drug-free workplace and perform pre-employment substance abuse testing. Salary range is based upon experience and skill set. Farrell offers a benefit package which includes performance bonus, medical benefits, SIMPLE IRA, and PTO (Paid Time Off) for qualified employees.*

*Visit [www.farrellinc.com](http://www.farrellinc.com) for more information on company.*

