



Open: Until Filled

PROJECT COORDINATOR

The Project Coordinator is responsible for performing general coordination of projects assigned and ongoing for PCISS and subsidiaries as directed by the Project Manager.

PCISS PURPOSE

To diversify the Poarch Band of Creek Indians future by obtaining and executing service ventures that are financially prosperous and in the tribe's best interest. We empower talented professionals to focus their energy and abilities with our supportive services and management expertise to high-potential business ventures and partnerships. Thus, creating opportunities for the Poarch Band of Creek Indians and generating wealth for a lasting legacy.

REPORTING RELATIONSHIP

The Project Coordinator reports directly to the Project Manager of PCISS.

DUTIES AND RESPONSIBILITIES

- Coordinates multiple tasks and projects for PCISS and subsidiaries, making adjustments to projects when uncontrollable changes occur at the direction of the Project Manager.
- Provides general and detailed work and practices at designated project sites.
- Understand, perform, and interpret all rules and regulations as it conforms to local, state and federal building codes and regulations when dealing with all portions of projects.
- Assists in preparing internal budgets.
- Assists in interpreting plans for information pertaining to type of materials required and selects appropriate materials.
- Prepares take-offs, layout, schedules, and job estimates for projects under consideration.
- Adheres to all company and departmental guidelines.
- Provides recommendations for cost savings for PCISS projects.
- Assists with maintaining general site cleanliness (preventive and predictive maintenance.)
- Provides direction and leadership to others as assigned.
- Communicates effectively with the Project Manager and other staff to complete assigned tasks.
- Performs other duties as assigned by management.

QUALIFICATIONS

- Bachelor's degree in Construction, Engineering, Project management or related field or six (6) years' verifiable related employment experience.
- Two (2) years verifiable AUTOCAD & Blueprint ability to read and interpret experience desired.
- A minimum of four (4) years of verifiable related job experience that equips the applicant with strong foreman and/or residential or commercial construction skills necessary to carrying out duties of job required.
- Verifiable knowledge of construction trade, practices, procedures, techniques, and safety.
- Able to understand verbal and written instructions to read and interpret blueprints and other documentation as required.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Able to envision, organize, and assign project tasks, for completion alone or with help.
- Must have valid driver's license.
- Must have physical ability to perform tasks on all areas and aspects of multiple projects.
- Ability to work with tools, various project materials required.
- Ability to lift and manipulate objects up to 80 lbs.
- Ability to work independently with limited supervision.
- Ability to comply with all other requirements as specified within the PCISS Personnel Policies and Procedures.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502

Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm

Apply online www.CIEJobs.com Email: HR@pcicie.com

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Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.

