

Position Description



Position: Project Coordinator – Falkbuilt

Department: Interior Construction

Reports To: VP of Interior Construction

Date Prepared: 10/2025

Position Purpose:

The Project Coordinator works with the Interior Construction team to effectively manage projects within the scope of the client contract or agreement. This role provides the team with admin support for our Precon + Project Managers throughout the project life cycle. This includes pay apps, invoices, purchase orders, punch forms, etc.

The Project Coordinator will also periodically make jobsite visits to familiarize themselves with project details and to assist in key internal and external stakeholder relationships. The ideal candidate will be confidently assisting in coordinating project schedules, information flow, costs, RFIs, change orders, subcontractor relations, and processes for submittals. The Project Coordinator will be expected to work closely and seamlessly with the Pigott team members, vendors, and field personnel, to ensure project delivery.

Position Accountabilities & Performance Expectations:

- Monitor, manage & maintain team BACKLOG + AGING
- Track, protect + report out project profitability
- Provide PM, Pre-Con Manager & Falk Tech admin support
- Review and submit all pay apps
- Ensure all financial project information is correct in Khameleon
- Create + track all client invoices and vendor purchase orders
- Ensure shipping information updated in portal + with Branch to Purchase vendors
- Issue POs to order all Branch to Purchase items in scope & ensure they are released for production
- Ensure onsite dates for Branch to Purchase items
- Assist PM & Field Techs in gathering change orders, punch issues, summarize for client + project team & facilitate resolution
- Assist Precon Manager in working with clients to identify and define requirements, scope, and objectives of various projects during preconstruction and construction process
- Read & understand bid documents & specifications. Be able to articulate important items and make recommendations for exclusions and inclusions
- Protect & maximize project profitability
- Assist team in preparing project proposals and bid submissions as needed
- Assist team in coordinating activities with schedules for client, architects, contractors and other key stakeholders
- Collaborate with team to ensure timely coordination of submittals, requests for information (RFI's) and plan revisions
- Assist in coordination of procurement schedules, and provide takeoffs to purchasing to ensure accurate and timely delivery of materials
- Monitor project progress and resolve daily issues that arise
- Create and maintain comprehensive project documentation
- Ensure quality standards and requirements are met on each project

- Develop relationships with potential local Falkbuilt Tech Teams
- Develop relationships with local vendors that augment Falkbuilt solutions in our market

Position Requirements:

- Well organized, excellent customer service skills and ability to manage multiple complex projects
- Skilled at negotiation with customers & vendors
- Proficiency with Bluebeam to assist with take-offs
- Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing skills both written and verbal
- Strong working knowledge with Excel, Word, Plan swift, Sage, or other similar project management software
- Strong knowledge of blueprints, architectural, and structural plans
- Hands-on experience with project management tools (e.g., Basecamp, QuickBase, Sage, Builder Trend etc.)
- PMP, CMT, or Project management certification is a plus
- Construction industry related project management skills is desired
- Personal qualities of integrity, credibility, and dedication to the mission in alignment with Pigott Core Values

Position Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information

Pigott is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Company will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective team members and incumbents to discuss potential accommodations with the Company.