



Building Relationships Since 1957.



If You Have the Motivation,
We Have the Destination.

Position: Project Coordinator

J&S Construction® is a fourth generation, family-owned and operated, General Contractor that employs approximately 80 of the finest craftsmen and trade professionals in the industry. Our diverse portfolio includes new construction and renovation services for commercial, healthcare, religious, government and industrial facilities. Having completed more than 250,000 square feet of LEED® certified space for private owners and government entities, we are also one of the foremost builders of LEED-certified buildings in Tennessee.

Located in Middle Tennessee, J&S Construction is strategically placed to provide services to the Southeast as well as various other states. Having completed projects from Kansas to Florida and Texas to Virginia, J&S Construction is able to perform general contracting services in more than 30 states.

The majority of our work is completed within 100 miles of our corporate headquarters, located in Cookeville, Tenn. We are one of the oldest and largest construction companies between Nashville and Knoxville. Our strategic plan is not to be the biggest, but to be the best, and to be large enough to successfully serve all of our clients' needs. We have a repeat client rate of over 75% each year and 99.6% of our clients, at the conclusion of their projects, say they will use J&S Construction on their next project.

We are an innovative company that operates on a four, 10-hour day schedule to allow our team members the opportunity to be home with their families every Friday. We are passionate about our work and the level of service that we offer our clients and are looking for a Project Coordinator who will share that same passion and be committed to the J&S Construction Team.

The role of Project Coordinator serves as an assistant to a Project Manager. Our Project Management Team is a close-knit group of professionals who work to bring projects to completion ahead of schedule and under budget.

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Job Requirements

The Project Coordinator (PC) will be responsible for producing/assembling subcontract packages. The PC will distribute subcontracts, track status, and prepare final contract documents for the PM to review/sign. Together, the PC and PM will work through issues/concerns involving the contract scope. The PC will ensure all drawings are logged and labeled and all project documents are appropriately forwarded to the field team, subcontractors and vendors.



Prepare and Track RFIs:

- 1) A Request for Information (RFI) will be initiated by the PC or PM. Prior to being distributed, the PC will draft RFIs for review by the PM.
- 2) At the discretion of the PM, the PC will send to the client/architect for comments.
- 3) When receiving an RFI from clients/architects, the PC will update the log and send to the PM for review. At the direction of the PM, the PC will return the RFI to the subcontractor/field team with appropriate actions/instructions.
- 4) The PC will log and forward directions to the appropriate subcontractor/vendor and Field Manager (FM).
- 5) The PC will forward an updated/approved RFI log to the FM and will provide documents as needed for the field team.

Prepare and Track Submittals:

- 1) The PC will add Subs & Items to the log when a signed Schedule of Documents is returned with the signed contract.
- 2) The PC will log any submittals received by the subcontractor and forward to the PM for initial review, prior to forwarding to the Architect for approval.
- 3) Upon receipt of a submittal response from the Architect, the PC will update the log, forward to the PM for review of the Architect's comments, and will be directed to return to the subcontractor with appropriate disposition/instructions.
- 4) The PC will log disposition and forward to the subcontractor/vendor and FM.
- 5) The PC will forward updated Submittal Log to the FM with each approved submittal. The PC will provide any/all project documents as needed for the field team.

Additional Responsibilities

- Will assist with material buyout and delivery of goods to the jobsite and will communicate scheduling status or issues with the PM and/or field team.
- Will provide support for invoicing process, prepare backup documents and conduct status reviews.
- Responsible for tracking all change items and field work orders/time and material entries. Will provide an updated change item log to the PM for regular review.
- Will provide administrative support as necessary; i.e. meeting preparations, printing, documentation of meeting minutes, etc.
- Will prepare project closeout materials, track all warranty items, complete O&Ms documents, etc.
- Responsible for communicating with field personnel as required.
- Will assist with project schedule updates as needed.
- Will ensure compliance with all J&S company administrative processes, procedures and policies.
- Reports to and assists PM with day-to-day needs.
- Will establish good collaborative relationships with internal teams, subcontractors and suppliers.



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Company Benefits

- Three-Day Weekends Most Every Week
- Medical, Dental and Vision Plans
- 401K Program with Matching Employer Contributions
- Short and Long Term Disability Insurance
- Paid Vacation and Holidays
- Team Share Profit Sharing Bonuses Paid Twice Annually
- Ongoing, Company-Sponsored Education and Training
- Unlimited Opportunity for Personal and Professional Growth
- Use of Company Fitness Center



If interested in joining the J&S Construction Family, send completed application to teambuild@jsconstruction.com, or visit our office (1843 Foreman Drive, Cookeville, TN) Monday through Thursday (8 a.m. to 5 p.m.).

[\(Click here to download application.\)](#)

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