



POSTING POSITION: Project Coordinator / Assistant Project Manager

LOCATION: 2163 Northdale Blvd. NW, Coon Rapids, MN 55433

REPORTS TO: Operations Director

WHO WE ARE:

IBS is a small company with a nationwide reach. We describe ourselves as being weird in an exceptionally good way because we care about doing the right thing for our customers and finding a way to get things done where other companies don't or won't. "We love spending our customer's money, but we hate wasting it." And the "weird" part is, we mean it.

IBS is a nationally recognized specialized general contractor in electrical, fire, and HVAC systems. We provide a life cycle of services including consulting, engineering, construction, commissioning, maintenance, and training throughout North America.

IBS runs on EOS purely. That means as a member of this team, you will have a leader who:

- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- Has effective meetings
- At a minimum, meets one-on-one with you quarterly
- Rewards and recognizes your performance

ABOUT THIS ROLE:

As an EOS "Traction" company (**Right Person/Right Seat**) the successful candidate is a fully competent project coordinator with experience in commercial construction, including electrical, fire, and HVAC systems.

Specific responsibilities include:

- Converting internal reports into customer facing reports indicating potential issues in operating systems.
- Communicating with and gathering data from electrical utility companies.
- Assist the Engineering team with AutoCAD.
- Support Directors and Project Managers with administrative tasks; writing purchase orders, subcontract agreements, statement of work, etc.
- Assist project managers with project estimating, calling subcontractors and suppliers
- Assist project managers with scheduling

ABOUT YOU (RIGHT PERSON):

You are the right person in the right seat if you have demonstrated skills that reflect our core values: We **CARE**, We **LISTEN**, We **ANTICIPATE**, We **INNOVATE**, and We **DO**. You bring a minimum of three (3) years of experience working for a commercial construction contractor with preferred knowledge in the electrical and/or fire disciplines.

- Creativity - you are a creative problem solver.
- Written Communication – written correspondence should be clear and professional.
- Organization – you are well organized to meet objectives.
- Influencer - high level of PM expertise to influence direct reports & clients to sell ideas and shape decision criteria.
- Humor - our office environment is relaxed yet professional; a good sense of humor is required to fit within the culture.
- Verbal Communication – communicate confidently and effectively with peers, clients, and vendors.
- Inquisitive – ask questions to fully understand the scope of projects and the needs associated with it.
- Collaborative – operate within a team culture.

You possess meticulous work habits including close attention to detail, time management, people skills, problem-solving skills, exceptional organizational skills, ability to effectively communicate and present technical information verbally and in writing via Microsoft Office applications (mainly Outlook, Excel, Word, and PowerPoint).

MINIMUM QUALIFICATIONS: *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying.*

Education: High School diploma with trade and/or college in a related field.

Experience: Minimum three (3) years working in a supporting role with project managers, engineering or construction type coordinators.

Proficiencies: AutoCAD and Bluebeam.

WORK ENVIRONMENT & PHYSICAL ABILITIES:

- This position primarily operates in a professional office environment using standard office equipment including but not limited to computers, phones, filing cabinets, and photocopiers
- Employees are frequently required to sit and occasionally required to kneel, reach, stoop, crouch, or crawl
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary
- This position may occasionally lift up to 50 pounds
- This position also operates in a commercial/industrial construction setting; exposure to moving mechanical parts, vibration, and noise; this position requires the use of PPE such as eye protection, steel toe shoes, hard hat, ear protection, visibility vest, and other safety equipment required for the execution of various project specific tasks
- Physical ability to: climb ladders, bend, and stoop

IBS is an equal opportunity employer and affords equal opportunity to all employees for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.