

## **Contract Coordinator**

### **Duties:**

- Setup of job files
- Enter new entries and maintain Project List
- Filing of all documentation and records in the job binders/folders
- Provide measured site plans for sales department
- Execute designs under direction of Sales persons
- Provide presentation drawings in timely fashion for Sales presentations
- Provide working drawings for Construction
- Provide Permit drawings and make applications for permits
- Call for inspections required by permit
- Final construction measurements
- Ensure all changes and updates are made on working drawings and note in revision field
- Communicate with customers based on information provided by sales person and Construction manager
- Produce Change Orders negotiated by sales person and obtain client signature
- Attend Production meetings
- Produce job instructions for Project manager
- Issue site instructions or clarifications
- Produce owner's manuals
- And other such duties as assigned by Management

### **Qualification required:**

**College Certificate**

**AutoCAD, Revit**