



Example of Group Coordinator Job Description

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Our company is searching for experienced candidates for the position of group coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for group coordinator

- Provide document control support to prepare, edit, proof and pdf final documents to be stored in the project documents tool within Procore
- Coordinate the documentation of transmittals/ covers within Procore prior to being sent out of the office
- Coordinate the documentation of the drawings and issuance through the documents tool within Procore
- Coordinate the documentation of specifications and table of contents issuance within Procore
- Support the project team with reporting project status on a regular basis
- Receive, log and submit RFI's to the necessary recipient
- Receive, log, scan and distribute submittals within Procore
- Assist in submitting Bid Packages through the bidding tool in Procore
- Set-up Bidders with the necessary permissions and within the specific bid project
- Provide procurement support and coordination to the project teams during the development, input and approval routing process

Qualifications for group coordinator

- Support VP and team with general administrative tasks including meeting scheduling, phone coverage, expense reports and ordering of supplies
- Knowledge of sales/marketing strategy
- You have a good understanding of retail shop fitting/construction and

- You have excellent skills with the Microsoft Office suite and have the ability to communicate with all levels of the business
- You have a fair understanding of scheduling trades and delivery requirements with the ability to manage multiple projects at any one time
- You must have a valid driver's license and be open to travelling