



# Example of MEP Coordinator Job Description

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Our company is growing rapidly and is looking for a MEP coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for MEP coordinator

- Support for tenders and proposals requiring digital information content
- Assists the ESL Coordinator in planning and implementing the Summer Enrichment Program for K – 5h grade students
- Communicates effectively and openly to maintain positive relationships with the ESL Coordinator
- Assists in the design of a pre and post assessment for accountability
- Coordinates all field trips and extra activities
- Assists with the recruiting, interviewing, and selection of the most qualified applicants
- Participates in planning for and training of teachers
- Supervises the summer program Monday-Thursday as long as students are present
- Assists teachers with understanding and carrying out their responsibilities including coordinating parent information
- Implementing required curriculum, and maintaining individual records/documentation

## Qualifications for MEP coordinator

- Managing multiple communication flows, designers during detailed design phase
- Administrative and technical knowledge of construction process with a high degree of maturity and sound judgment

- Proven track record in a similar role with design consultant
- Proficient in MS Project, Excel and Word
- More than 10 years experience designing and coordinating MEP building services