



Construction Project Coordinator

Webb Landscape, Inc. is seeking an experienced and professional **Construction Project Coordinator** for our Ketchum Office. The Project Coordinator serves as the vital resource in assisting the construction project managers. This is a full-time, year-round position with the option to work seasonally if preferred.

Responsibilities and Duties:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Documenting and following up on important actions and decisions from meetings.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Create a project manager calendar for fulfilling each goal and objective.
- Organizing, attending, and participating in meetings.
- Ensuring project deadlines are met.

Requirements and Qualifications:

- Exceptional verbal, written, and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Must be efficient in the use of Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcriptions, and other administrative procedures.
- Exceptional team player, self-starter, and quick learner with the ability to work in a fast-paced environment.
- Excellent time management skills and the ability to meet tight deadlines.
- Knowledge of plant material and construction management required.
- Strong attention to detail and organizational skills.
- Applicant must possess a valid driver's license.

Webb Landscape, Inc. is an Employee-Owned progressive & dynamic company that offers excellent opportunities for advancement and a complete benefit package including health, life, vision, and dental insurance, 401k, & Employee Stock Option Program. If you are interested in this position, please e-mail a copy of your resume to allie@webbland.com.

