

Job Title: Project Coordinator

Location: 5018 Voges Road, Madison, WI 53718

Company Overview

Boyer Fire Protection is a leading fire protection and sprinkler contractor dedicated to providing top-notch services for a safer environment. With a strong commitment to quality and customer satisfaction, we are looking for a skilled Project Coordinator to join our contracting department.

Position Overview

The successful candidate will work closely with project managers, the design team, general contractors, AHJs, and clients to ensure the smooth execution of projects. This role requires proficiency in Microsoft 365 software, exceptional communication skills, and a commitment to maintaining high levels of organization.

Key Responsibilities

- Assist project team with contract projects, related administrative activities including job setup, billings, change orders, and project documentation.
- Facilitating communications and collaboration between project team members, clients, subcontractors, and supplier partners.
- Assist project team with materials procurement including vendor relationships, pricing & cost control, issuing purchase orders, tracking materials, verifying schedules, and reconciling back orders.
- Prepare Foreman's Packs and field staff related documents to support on-site project management.
- Manage the permitting process, ensuring all necessary permits are obtained in a timely manner.
- Support project closeout activities, including issuing warranty letters, coordinating as-built drawings, and organizing test certificates.
- Administration support with the Bid Board, including tracking bids, deadlines, and status updates.
- Facilitate the procurement of bid, performance, and payment bonds.
- Assist in the completion of pre-qualification forms for new projects.
- Attend weekly progress and sales meetings, update and distribute meeting minutes to relevant stakeholders.



Qualifications

- Previous experience in project administration, preferably within the construction industry.
- Proficiency in Microsoft 365 software, including Excel, Word, and Outlook.
- Previous experience preferred in Procore Construction Management software.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Knowledge of construction project management processes and terminology is a plus.

How to Apply

Interested candidates should send their resume and cover letter to hr@boyerfire.com or fill out the form [here](#).

Boyer Fire Protection is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Benefits

Health Insurance, HSAs and FSAs, Dental & Vision Insurance, Life Insurance, 401(k) with Company Match, Profit Sharing, Paid Time Off (PTO), Professional Development, Referral Program, and more.



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www.boyerfire.com