

Project Coordinator

About EchoStone

The EchoStone Housing System makes it easier for developers and contractors to design and build resource-efficient housing communities through the application of better building technologies. EchoStone empowers real estate developers to create better housing communities for all people by providing sustainable building solutions that reduce carbon, expedite construction, make affordable housing projects more profitable, and lower utility costs to owners. EchoStone challenges traditional building methods to suit the needs of community housing projects in emerging markets, enabling contractors to introduce and expand green building practices while improving productivity.

POSITION SUMMARY:

The Project Coordinator supports key internal company projects by providing support and coordination to the Business Operations team. The Project Coordinator will work closely with the Business Operations Manager and Sr. Director in the completion and reporting of projects on time within budget and within scope. This will include project management, organizing deadlines, guiding process and administrative support cross functionally in logistics, inventory management, supply chain, field operations, business development, pre-sales and finance. The role will work closely with the EMC and leadership team.

JOB RESPONSIBILITIES

- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope, goals, and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Will establish standard operating procedures based on best practice guidelines.
- Develop a detailed project plan to monitor and track progress
- Document process flows, engage cross functional teams and train.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Monitor and measure project performance using appropriate tools and techniques
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Report and escalate to management as needed
- Perform risk management to minimize project risks
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Develop spreadsheets, diagrams and process maps to document processes and procedures
- Manage international logistics and shipping
- Develop supplier relationship and define supply chain

CORE COMPETENCIES TO BE SUCCESSFUL:

- Proven working experience in project management
- Ability to interact with all members of the organization and cross functional teams.
- Excellent written and verbal communication skills
- Advanced time management and analytical skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office: Excel, Word, PowerPoint & Project
- Developing and Tracking Budgets
- Ability to travel and on short notice. Travel ~10%

RECOMMENDED QUALIFICATIONS

- Bachelor's degree
- 1-3 years' experience in project management, business operations or comparable field
- Familiarity with project management software collaboration and time management tools
- Change Management and continuous improvement experience a plus
- Project Management Professional (PMP) / Six Sigma certification is a plus
- Experience with procurement and strategic sourcing a plus

If you or someone you know is qualified and interested in this role, please forward their resume with a cover letter regarding their interest to Danae Gruszczynski at danae.gruszczynski@echohousing.com