



POSITION ANNOUNCEMENT

Project Management Coordinator ***Deadline for Application: February 11, 2021***

Cooperative Educational Service Agency 10 (CESA 10) is looking for an individual to serve as a full-time Project Management Coordinator for the Facilities Management Department to be based in Chippewa Falls, Wisconsin. This self-directed and flexible coordinator will have a thorough knowledge of office routines and a good understanding of department and agency activities. This position will assist the Project Managers and Project Management Manager in achieving their goals maintaining project budgets, schedule, and documentation process control for school facility construction projects. Duties and responsibilities may vary periodically in relation to department focus and assigned function.

The ideal candidate would possess a Bachelor's Degree in Business or equivalent with a strong technical background. Have exceptional verbal, written, and presentation skills along with the ability to work both independently and as a part of a team. Knowledge of file management, transcription, and other administrative procedures. Competency in Microsoft applications including Word, Excel, and Outlook.

Related Skills:

- Exceptional oral and written communication skills
- Ability to build effective relationships
- Ability to work collaboratively with others at all levels; and good human relation skills
- Excellent organizational skills
- Willing to travel and work non-standard hours as needed

Performance Responsibilities:

- Assist project management staff in coordination with subcontractors and customers
- Track and manage vendor, supplier, and contractor documentation for projects
- Obtain regular project updates from project managers
- Assist in creating Requests for Proposals and bid tabulations for customer review
- Assist with monitoring contracts and subcontracts associated with projects to ensure obligations are met
- Manage deliverables including owner's manuals, warranties, and as-built documents
- Manage project expenses and invoices, budgets, and documentation
- Manage project data with department construction software
- Create regular project progress updates
- Assist other Facilities Management temporary projects
- Prepare and send project management correspondence
- Assess project risks, issues, and provide solutions where applicable

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Facilities Management.

This is a full-time position. Salary will be competitive. An excellent benefit package will be provided which includes health, dental, life and disability insurance, retirement benefits, Wisconsin Retirement System pension, and paid time off. Interested applicants should send a cover letter, resume, salary history and three (3) letters of recommendation to lmcmahon@cesa10.k12.wi.us . Deadline for applications will be February 11, 2021.

Human Resources
725 W Park Ave, Chippewa Falls, WI 54729

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.