



**BUILDING INFRASTRUCTURE**  
For a Better Life



# NOW HIRING

## PROJECT COORDINATOR

Under the direction of the Vice President (Project Management), the **Project Coordinator** works with all departments, provides direct support to the Project Superintendent and the Project Supervisor, and is responsible for coordinating and implementing all tasks that relate to specific projects.

### ***Position Responsibilities***

- Representing BTC and aligning with our culture and core values
- Develop, manage, update, and monitor project progress. This includes but is not limited to understanding contracts, change orders, insurance, safety programs, budgeting, and general scheduling of project goals.
- Direct support to Project Managers and field personnel in regard to project requirements, project set-up, weekly project progress meeting with owners or stakeholders and project completion related tasks.
- Involved in weekly job progress, including field work such as photos, videos, and collections of weekly paperwork (The employee may be exposed to working conditions that include working near loud, large heavy equipment and near moving mechanical parts. Safety training is provided.)
- Data entry of field production, change orders, budget adjustments, and pay applications to owners.
- Review and process invoices against the project for accuracy.

### ***Position Requirements***

- Safe driving record required
- Great organizational skills
- Basic math and grammar skills
- Ability to work independently and in a team-based environment
- Demonstrated skills in identifying, analyzing and problem solving
- Knowledge of Microsoft Office applications
- Knowledge of Subcontracts and Purchase Orders and processes

### ***Preferred Job Experience:***

- General basic knowledge of State, County and City permitting requirements
- Underground utility infrastructure experience
- VISTA Software knowledge

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Individuals may perform other duties as assigned. This is a full-time position. Employment is contingent on e-verification, pre-employment drug screening, background, and reference checks.

➡ Apply on line at [www.BTCConstruction.com/careers](http://www.BTCConstruction.com/careers) or <https://www.Btrenchless.com/careers>

### **Company Paid Benefits**

Competitive Wages ▪ Health, Dental and Vision Insurance ▪ 401K –After 1 year ▪ Life/AD&D Insurance  
Referral Program ▪ Paid Time Off and Holiday Pay ▪ Mentorship Programs

**SAFETY ▪ INTEGRITY ▪ COMMITMENT ▪ DETERMINATION ▪ COMMUNITY ▪ FUN**

9885 Emporia Street · Henderson, CO 80640 · 303.469.0199