

Project Coordinator

TELADATA is a physical technology infrastructure consultant for commercial buildings

Location: Fremont, California

www.teladata.com

Are you an experienced Project Coordinator who loves working with a bright and capable team and has experience in construction industry who:

- Loves being the “right hand” and a reliable partner for a team of Project Managers
- Has strong writing and oral communication skills
- Will contribute to a collaborative working environment
- Is proficient in MS Office (Word, Excel and Outlook) and is familiar with time management software
- Wants to learn about Project Management, Marketing and Accounting by working with a very experienced and capable team
- Appreciates a company that encourages a flexible, family friendly setting
- Takes pride in delivering quality presentations

If you said yes to the above, please, continue reading...

This is an exciting opportunity for an experienced Project Coordinator who is a true team player. Our Project Managers/Consultants act as Client Advocates and guide the process from gathering and analyzing client's needs to finding and implementing solutions to match expectations while battling time and resources. Through our methodology and expertise of our employees, we often bring better solutions at significant savings (see www.teladata.com for examples).

Since 1986, **TELADATA** has been offering a flexible, family friendly work environment, encouraging personal and professional growth, and has built an upbeat, creative, and very supportive team. We offer a great combination of being a small company who significantly contributes on projects for much larger companies that have a variety of cutting edge technologies.

Job Description:

You will be the “Right Hand” to a team of Project Managers and will empower them by providing administrative support throughout the project cycle starting with preparing proposals, coordinating meetings and setting up calendars. You will also be responsible for inputting and managing up to date information in a time management system (Unanet), managing account budgets and internal billing, as well as analyzing information and preparing multiple reports. Each project is uniquely complex and contains a mix of written materials, AutoCAD drawings, IT reports and other technical documentation. In addition, you will provide in-office support to all employees by ordering office supplies, distributing mail and other various office duties.

TELADATA LLC

Consultants for Converging Technologies

www.teladata.com

510-979-1200

Specific Duties and Responsibilities:

- Do what it takes to support Project Managers throughout the project cycle
- Actively participate in ongoing Project Management meetings and prepare meeting notes for distribution to clients and vendors
- Coordinate on-site and off-site meetings with staff, clients, and vendors
- Maintain calendars for The Project Team utilizing Outlook
- Arrange travel for Project Managers
- Prepare expense reports for Project Managers
- Be a Unanet Wizard (time management system):
 - For a new project, ensure that tasks from estimation sheet of proposal are entered into Unanet at sufficient detail
 - Track daily Unanet time entries, relocate hours if needed to more appropriate task
 - Summarize weekly project status for time, subcontractor and expenses
 - Follow up with Project Managers to make sure they update Unanet information on a timely basis.
 - Track at-risk project work
- Help to create Request for Proposals (RFP's) for client services
- Assist with creating "For Construction" documents
- Support RFI's, Change Order process, reconcile vendor contracts and approve client invoices
- Manage contacts for projects
- Validate billing milestones with Accounts Receivable
- Coordinate project close-out and develop close-out documentation
- Coordinate SOW development, Estimation Worksheets for new/potential projects
- Coordinate with internal **TELADATA** Account Managers
- Coordinate templates, knowledge transfer, etc with internal Project Managers and external partners
- Track all aspects of Project Start up through to Project Closeout:
 - Enter project details into Unanet
 - Set up internal folders on the server (contracts, Outlook contacts, templates, etc.)
 - Set up Project alerts for Project Managers
 - Track Billing Milestones
 - Project Closeout meetings and lessons learned

Required Knowledge and Skills:

- High school diploma and 5+ years of related work experience
- Experience supporting multiple Project Managers, preferably in the design and construction industry
- Understanding of Project Management cycle is helpful
- Must be highly proficient in MS Office (MS Word, Excel, Outlook, PowerPoint) and have experience with MS Project and time management software (Unanet)
- Excellent attention to detail, follow-through, and proofreading
- Excellent oral and written communication skills, including the ability to convey complex ideas
- Must exercise discretion, judgment, and diplomacy when interfacing with clients and staff
- Demonstrated experience in being client focused
- Ability to independently determine project resources, set priorities, and ensure timely completion
- Ability to understand the company's business practices and goals and demonstrate ability to multitask.

If you are interested in this position, or would like to refer a person you know, please contact us at careers@teladata.com

TELADATA LLC

Consultants for Converging Technologies

www.teladata.com

510-979-1200