



## Project Coordinator

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### POSITION SPECIFICATIONS

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#### CONFIDENTIAL CLIENT

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This client is leading architecture and structural engineering firm committed to a tradition of building beautiful communities and living environments for every generation.

#### POSITION

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Reporting to the Business Manager, the **Project Coordinator** is a new role designed to strengthen communication and workflow between the firm's financial and operational teams. Working closely with the Business Manager, Studio Directors, and Project Managers, this position will help develop and maintain processes for collecting, organizing, and recording all contract and project information needed for successful project delivery.

The Project Coordinator manages daily tasks that support the administration of all company projects. This role requires strong attention to detail, initiative, and the ability to work independently.

#### Primary Responsibilities

##### *Project Documentation & Records Management*

- Develop, maintain, and update project records, including:
  - New project reports, worksheets and other documents.
  - Project budget estimates.
  - Owner–Architect contracts and amendments.
  - Architect–Consultant contracts and amendments.
- Maintain organized physical and digital files for all project documentation.
- Track contract documentation and managing the contract database.

##### *Cross-Team Coordination*

- Serve as a liaison between the Accounting Team and Project Managers to ensure all project documents are complete, accurate, and up to date.

- Respond to routine questions about project documentation processes.
- Support the production team to ensure compliance with required documentation.
- Ensure all documentation required for city permitting processes is completed and submitted.

#### *Project Setup & Data Management*

- Set up new projects and update project/phase statuses as needed.
- Enter project data and prepare project management reports.
- Maintain accurate project information for budget tracking and profitability analysis.
- Track and manage multiple project timelines and deadlines.

#### **EDUCATION AND EXPERIENCE**

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- Experience with project coordination within the Architecture or Construction industry
- Ability to manage multiple project deadlines simultaneously.
- Proficiency in Microsoft Office Suite, including:
  - Advanced Excel skills (e.g., formulas, data analysis)
  - High-volume email management in Outlook
- Familiarity with Deltek Vantagepoint or other Deltek products, preferred.
- Degree in Project Management, Business Administration, Architecture or related field, preferred.
- Experience with project cost accounting, preferred.

#### **SKILLS & CHARACTERISTICS**

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- Strong verbal, listening, and written **communication** skills.
- Excellent **organizational** skills and **attention to detail**.
- Strong **problem-solving** skills and ability to resolve discrepancies.
- **Adaptability** and comfort with shifting priorities.
- **Self-motivated** and goal oriented.
- Ability to work well under pressure within a collaborative **team environment**.
- **High energy**, initiative, and a strong sense of responsibility
- **Integrity**, professionalism, and commitment to high-quality work.

#### **LOCATION**

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Geographically, this position will be located in the Kansas City Metropolitan Area. This leader will work on-site work at the corporate office as well as the various locations. Working at the factory locations can involve “day” trips that are usually pre-arranged for convenience of the manager. There will be limited remote work assignments.

Named one of the “Top 50 Best Places for Business and Careers” by *Forbes*, Kansas City offers a vibrant community of professionals working in areas of entrepreneurship, innovation, and technology. The region has achieved numerous [national accolades](#) for high rankings in affordability, raising a family, the redeveloped downtown, technology, charitable giving, museums, sports facilities and culinary accomplishments.



Kansas City is home to many cultural opportunities and offers many state of the art facilities to house these world class performances. The nationally recognized [Nelson-Atkins Museum of Art](#) and the [Kauffman Center for the Performing Arts](#) are two examples with the “Kauffman” recently named one of the 15 most spectacular concert halls in the world - one of only two US sites listed in the publication.

Kansas City has four major league athletic teams (all of which play in remodeled or new stadium facilities) and an expanding and vibrant urban center.



## APPLICATION PROCESS

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CBIZ Talent Solutions, a search firm, is assisting our client with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## NON-DISCRIMINATION

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Our client and CBIZ Talent Solutions firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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