



GREENFIRE
BUILDERS OF THE FUTURE

Preconstruction Coordinator Summary

Greenfire Management Services, LLC (GMS), was recently named one of the Southeastern Wisconsin's fastest growing firms. We are a Construction Management firm located in Milwaukee, Wisconsin. Founded in 2010, **Greenfire** is a wholly-owned company of the Potawatomi Business Development Corporation, the investment arm of the Forest County Potawatomi Community, and as such, maintains minority contractor status. We offer our employees a competitive benefit package, 401(k).

Greenfire Management Services, LLC is currently recruiting for a Preconstruction Coordinator for their office in Milwaukee, WI. The Preconstruction Coordinator is an integral part of the team, and responsible for providing assistance to the Estimators, Preconstruction Managers, and Director of Preconstruction.

Duties & Responsibilities:

Preconstruction Administration Duties

- Works with the Preconstruction Team to solicit and follow-up with status of bid proposals from subcontractors.
- Assists Preconstruction Team with plan and specification distribution, printing needs, creating binders & labels, files estimates, schedules and coordinates project and MEP meetings and takes meeting minutes.
- Maintain and expand database software (ISQFT) as well as setup for initial set for projects bidding
- Calls subcontractors to ensure bid coverage.
- Maintains subcontractor prequalification data, sends reminders and ensure annual updates are complete.
- Calls subcontractors to ensure bid coverage.
- Maintains subcontractor requalification data, sends reminders and ensures annual updates are complete.

Project Management Administration

- Attends Project Set-up Meetings, creates, Project Startup Kits.
- Project Management Software (Procore):
 - Uploads and organizes project plans, specifications and other project documentation including project set-up, photos, contacts, notifications, meeting minutes and creating a submittal register/log.
- Completes consistent and accurate take-offs, is able to identify requirements for estimates.
- Understands where the takeoff can be utilized for multiple systems and confirms accuracy through comparison of matrices of project.
- Makes copies, scans, prints labels, ships packages, runs bids and assists with errands.



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Education:

- Minimum education requirement of a high school diploma and a minimum of three years of experience in the construction industry with a background in estimating and/or project management.
- Mental capacity for spatial comprehension. The language is English. This position must have the ability to comprehend the design and construction management work the Company performs, read and interpret plans and specifications, and the ability to convey instructions in a clear manner to others within the Company.
- Required to speak at meetings.
- Be current with new techniques, equipment and technologies.
- Reports to work promptly.
- Maintains a neat well-groomed appearance - Follows the dress code.
- Must be proficient on the PC with Microsoft Office applications.
- Has the ability and projects the image of a successful, professional company in a positive, friendly, upbeat manner with the public both in person and on the phone.
- Physical requirements include sitting, standing, and walking. The sitting includes PC efforts, meetings, reviewing drawings and calculator functions. The standing required is both inside a building and on field inspections. The walking includes inside the office and in job sites.
- Requires the ability to guide, direct and coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the company's interests in mind.
- Upholds confidentiality of all employee and financial information including payroll information and ensures complete confidentiality.
- Keeps work area in a neat, safe, clean, hazard free condition.
- Must be able to pass background check and pre-employment drug tests and comply with company drug policies.

Working Conditions:

- Most of the work is conducted in a climate-controlled environment.
- Regular meetings of clients, prospective clients, vendors, etc. may occur offsite, which will require driving in any and all types of weather.
- Physical requirements include sitting standing, and walking. The sitting includes PC efforts, meetings, reviewing drawings and calculator functions. Travel by car and airplane may be required in all types of weather.
- Work hours range from eight to ten hours per day, five days per week.
- Early AM, after hour, and weekend commitments may be necessary.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.