

## JOB POSTING

<b>Position Title:</b>	Project Coordinator
<b>Department:</b>	Systems
<b>Reports to:</b>	Systems Manager
<b>FLSA Status:</b>	Non-Exempt / Fulltime

Fire Fighter Sales and Service Co. is well-established company that sells, services, installs and inspects fire prevention products such as extinguishers, suppression systems, alarm systems, sprinkler systems in commercial buildings. We currently have an opening for a Project scheduler.

### **Rated One of the Greater Pittsburgh Top Workplaces 2020 - 2021**

#### **Job Summary:**

The project scheduler is responsible for working closely with project leads, sales, and project managers in planning, creating and managing project schedules.

**Essential Duties and Responsibilities:** *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

- Organize, implement and maintain scheduling for project installers
- Responsible for the timely and accurate processing of schedule updates.
- Updating Share Point daily with scheduling activity
- Analyze the impact and extent of delays and major schedule changes.
- Create and publish install schedules daily.
- Monitor project progress, including identifying critical activities and review forecasts
- Attend weekly project meetings
- Work with sales and project manager to ensure customer satisfaction with scheduling
- Assist project manager with BOM submittals and closeout documentation

#### **Job Requirements/Skills:**

- 2-3 years of experience in project scheduling
- Computer proficient with Microsoft Office (word processing, spreadsheets)
- Highly organized and detail-oriented
- Exceptional verbal and written communication skills
- Ability to recognize and solve problems
- Ability to multi-task in a fast-paced environment
- Must have a good work history, good attendance and work ethic
- Self-motivated/ team player
- Ability to work effectively within a team setting and provide leadership when required to do so
- Good analytical and planning skills

**Work Environment/Physical Requirements:**

- Standard office environment - daylight shift

**We Offer:**

- Hourly rate commensurate with experience
- Health benefits on the first of the month following 30 days of employment: medical/dental/vision
- 7 paid holidays
- Paid vacation beginning the first year
- Birthday bonus
- 401K program with company match after one year of service
- Company-paid life insurance and long-term disability
- Business-casual work environment

**For consideration:** Please click on the link below to complete our employment application and click on **Apply Now**.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=62923&clientkey=F15F2B6AE408FA62D65B766AFFE84A88>

Fire Fighter Sales and Service Co. is an Equal Opportunity and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, marital status, family responsibilities, pregnancy, genetic information, veteran or military status.