

Job Description

Position Title:	Sprinkler Project Coordinator
Department:	Sprinkler Projects
Reports to:	Sprinkler Operations Manager
FLSA Status:	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 2021 - 2022

Job Summary: The sprinkler project coordinator is responsible for working closely with sprinkler superintendent, sales, design team, and project managers in planning, creating, attending project meetings, as well as managing project schedules along with fitter time.

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.*

- Coordinate with superintendent to organize, implement and maintain scheduling for sprinkler fitters.
- Maintain project bid board as project bid invites are sent.
- Maintain accurate and up to date project schedules.
- Verify fitter time with superintendent for payroll.
- Create and maintain comprehensive project documentation.
- Assist sales and project managers at project / scheduling meetings both in office or in the field.
- Assign sales leads from call-ins to sales representative.
- Monitor project progress and assist project managers with any issues that arise.
- Attend weekly department project meetings.
- Work with sales and project manager to ensure customer satisfaction with scheduling.
- Assist project managers, design team, and sales with permit submittals and closeout documentation.

Job Requirements/Skills:

- 1-2 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 ethics.
- 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.
- Construction experience preferred.

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.
- 401(k) program with Safe Harbor 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=81595&clientkey=B3461F1775AA9797B783C3E205FB6330>

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.