



Project Coordinator

Location: West Des Moines, IA

Reports to: Director of Technical Services

Description

Are you detail orientated? Do you enjoy seeing a project through from start to finish with no errors and within budget? If so, Igor is looking for a Project Coordinator to support our Project Management and Quoting teams. The Project Coordinator will perform various tasks, like but not limited to, submission assembly and documentation review along with administrative duties, like maintaining project documentations and handling financial queries. To succeed in this role, you will need impeccable time management, organizational and communication skills, as you will be collaborating with clients and internal teams to deliver results against deadlines.

Responsibilities

- Ensure excellent coordination through seamless, clear and concise communication with both clients and internal teams.
- Keep the teams and jobs on track by assessing, prioritizing and problem solving
- Recognize matters of business importance, communicate them clearly, concisely, and promptly, and escalate appropriately when needed.
- Build strong client relationships through trust-based partnership, passion, commitment, integrity, business maturity and flawless delivery.
- Contribute to the delivery of high-quality, excellent work by being vigilant with timelines, budget, process and accuracy.
- Display a positive attitude and remain effective in stressful situations.
- Contribute to the team effort by actively helping where needed.
- Assign tasks to internal teams and assist with schedule management.
- Make sure that clients' needs are met as projects evolve.
- Analyze risks and opportunities.
- Assist in the project procurement management.
- Assist in monitoring project progress and handle any issues that arise.
- Work with the Project Manager to eliminate blockers.
- Review and analyze construction documentation to extract information necessary to build a working system.
- Compare bulletins to advise Quoting team and Project Managers on any changes.
- Assist with the assembly submittals and/or updates
- Assist with building spreadsheets to track Igor specific data to assist with Igor project tasks
- Other duties as assigned.

Requirements

- Proven work experience as a Project Coordinator or similar role
- Experience in the lighting or construction industry
- An ability to prepare and interpret construction drawing sets
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity in quality assurance control
- Strong working knowledge of Microsoft Project and Microsoft Planner
- Positive attitude toward the role, department, company and its clients
- Positive, professional team player who takes ownership of tasks and who seeks and accepts other responsibilities
- Ability to work under tight deadlines within a fast-paced environment
- Participates in company training
- Ability to travel as needed
- Flexibility to work extra hours with little or no advance notification

About Igor

Igor, Inc. is a rapidly growing startup providing the industry's only fully integrated PoE based intelligent building network to future-proof buildings. Igor is seeking candidates with strong and positive organization skills to join their team. Igor is a hyper-growth company and this role will be much more than just traditional business development management. Igor is looking for 'A player' individuals that wants to grow with a company as it changes an industry. The candidate should want to improve the way things are done in their industry and when given an assignment, he/she has the drive and ingenuity to figure out the best way to deliver results. The perfect candidate wants to join a young, ground-breaking company, where they can enjoy a career without limits. At the convergence of IoT (Internet of Things), Big Data and Machine Learning (AI), Igor is changing the way the industry designs, specifies and purchases smart building technology by providing building owners and businesses with an intelligent, scalable Power-over-Ethernet (PoE) smart building platform via a proven, simple yet highly configurable AI-driven enterprise software solution. This elegant technology delivers a clear path to cost-effective AI-enabled "digital ceiling" smart building deployment, offering the best ROI in the industry. For more information, please visit www.igor-tech.com.

To Apply

Send your resume to HR@igor-tech.com with the job title in the subject line. Applications will be considered on a rolling basis until the role is filled.