Project Coordinator (San Diego/Pacific Beach area)

KCM Group is a mid-size construction management and consulting services firm providing consulting services in the residential, commercial, and land development sectors in Southern California. Located in the Pacific Beach area of San Diego, we are a thriving, tight-knit group of professionals with a great work atmosphere and dedication to providing outstanding service to our clients. We are currently seeking career-oriented candidates for the full time position of Project Coordinator to provide comprehensive support to staff Project Managers and Project Engineers throughout the company. Candidates must have considerable practical experience in commercial and residential construction sectors and possess demonstrated qualifications and experience in areas of project coordination, including project accounting, management of lien releases, project close out, basic plan reading, and basic administrative duties.

Candidates will generally be responsible for the following:
- Assist and provide administrative support to Project Managers and Project Engineers.
- Assist in project billing review and accounting functions.
- Perform document development and preparation including dictation transcription, correspondence, transmittals, development of contract forms, and various other written instruments.
- Perform document management functions including establishment and maintenance of document filing systems.
- Assist Project Managers in the drafting, review and distribution of project proposals, RFI's, RFP's, budgets, cash flows, schedules, reports, analyses, spreadsheets, or any other work product as may be required.
- OSHA 10 and CPR preferred.

Candidates must possess the following:
- 1-3 years of related construction experience required.
- Microsoft Office products including Excel (proficiency would be preferred), PowerPoint, knowledge of MS Project (preferred), Bluebeam or Adobe Professional.
- Excellent written communication and interpersonal skills are also required.
- Ability to work within a fast-paced, productive environment.
- Ability to be a self-starter and work independently.

With eligibility, KCM Group offers a competitive compensation package including: salary commensurate with experience and performance, paid vacation, employee medical insurance, a 401(k) program with employer matching, and profit sharing. Please send resume and salary expectations via email to info@kcmgroup.net