PROJECT COORDINATOR

Posting ID: EM194084AB

Company: Advent

Position Type: Full-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

College Level(s): Graduate Student, Alumni

Company Website: https://adventmovespeople.com

Work Location: Nashville, TN

Salary: DOE

OVERVIEW

The Advent team is a quirky group of folks and talents—they're architects, falconers, sketch artists, 3-D modelers, musicians, MBA’s, marketing strategists, cheerleaders, typophiles, contractors, craftspeople, project managers, mathematicians, meat smokers, photographers, reporters, aerial silkists, writers, actors, moms and dads. They snack a lot. They like cookie Thursday, potlucks, food trucks, all kinds of music, gifs, campy films and giving back to their community.

Roles and Responsibilities

As an integral part of the team, the Project Coordinator must have a basic understanding of basic engineering principles and general building materials as well as a strong attention to detail. The Project Coordinator works behind the scenes to ensure the essential functions of the project are executed. The Project Coordinator reports to the Director of Implementation.

Education and Qualifications

Bachelor’s degree required; preferred in Engineering, Construction Management or related field. Minimum of 1 year of professional work experience in Commercial Construction or Engineering preferred; Internships and other work experience may be evaluated as applicable.

Preferred Skills

Detailed oriented and highly organized
Familiarity with the following software: Google Suite, Adobe Creative Suite, Procore, SketchUp, relevant Project Management Software and Mac platform
A self-starter with the ability to learn quickly
Ability to be proactive not reactive; advanced problem solving skills; ability to “think on your feet”
Travel may be required

How to Apply

https://adventmovespeople.com/careers/project-coordinator