

Project Coordinator

Position Information

Position Title: Project Coordinator

Department: Operations

Location: Esko, Minnesota

Employment Type: Full-Time

About BP Builders

At **BP Builders**, we are **Built on Relationships. Framed by Trust. Finished by Excellence.** Our team is committed to delivering exceptional commercial and residential construction projects while maintaining strong partnerships with clients, subcontractors, vendors, and the communities we serve. We believe great projects are built through communication, accountability, craftsmanship, and leadership.

Position Summary

The **Project Coordinator** serves as the organizational hub of the project management team, providing administrative, operational, and project support throughout the lifecycle of construction projects. This role works closely with Project Managers, Superintendents, Field Engineers, Estimators, subcontractors, vendors, and clients to ensure project documentation, communication, procurement, scheduling, and financial tracking remain organized and on schedule.

The Project Coordinator plays a critical role in supporting project success by maintaining accurate records, facilitating communication, coordinating project activities, and helping project teams operate efficiently from preconstruction through closeout.

Essential Duties & Responsibilities

Project Coordination & Administration

- Provide administrative support to Project Managers and field teams
- Assist with project startup, execution, and closeout activities
- Maintain project files, logs, and documentation systems
- Coordinate project communication between office and field personnel
- Track project milestones and assist with schedule updates
- Support project team organization and workflow management

Project Documentation & Controls

- Maintain and track project documentation including:
 - RFIs (Requests for Information)
 - Submittals
 - Change Orders
 - Purchase Orders
 - Contracts and Subcontracts
 - Meeting Minutes
 - Daily Reports
 - Punch Lists
 - Closeout Documents
- Ensure project files remain organized, complete, and current
- Assist with document distribution to clients, subcontractors, and project teams

Procurement & Vendor Coordination

- Assist with material procurement and vendor communication
- Coordinate material deliveries and equipment scheduling
- Track purchase orders and delivery timelines
- Support subcontractor onboarding and documentation collection
- Verify receipt of required project documents and certifications

Financial & Cost Tracking Support

- Assist Project Managers with project cost tracking
- Support invoice processing and vendor payment coordination
- Assist with pay application preparation and documentation
- Track project commitments and change order logs
- Support job cost reporting and project forecasting efforts

Meeting & Communication Support

- Schedule and coordinate project meetings
- Prepare agendas and distribute meeting materials
- Document meeting minutes and action items
- Follow up on outstanding tasks and project deliverables
- Maintain professional communication with clients, vendors, and trade partners

Compliance & Risk Management

- Assist with permit tracking and project compliance documentation
- Support insurance, bonding, and subcontractor compliance requirements
- Maintain safety documentation and project records
- Help identify administrative risks and process improvement opportunities

Project Closeout Support

- Coordinate collection of project closeout documents
- Assist with warranty documentation and turnover packages
- Verify completion of final project requirements
- Support successful project transitions and handoffs

Qualifications & Requirements

Education / Experience

Preferred:

- Associate's or Bachelor's Degree in Construction Management, Business Administration, Project Management, Accounting, or related field
- OR**
- Equivalent experience supporting construction, engineering, or project-based organizations

Knowledge & Skills

- Strong organizational and administrative abilities
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and deadlines
- Strong attention to detail and accuracy
- Ability to work independently and collaboratively
- Customer service mindset with strong relationship-building skills
- Problem-solving and critical-thinking abilities
- Ability to maintain confidentiality and professionalism

Technical Skills

Proficiency preferred in:

- Microsoft Office Suite (Excel, Word, Outlook, Teams)
- Google Workspace
- Adobe Acrobat
- Construction Management Software
- Bluebeam
- Document Management Systems
- Apple Devices / Ecosystem
- Accounting and ERP Platforms (*preferred*)

Certifications / Requirements

- Valid Driver's License preferred
- Construction industry experience preferred
- Ability to travel occasionally to jobsites or meetings as needed

Physical Requirements

This position primarily operates in an office environment but may occasionally visit construction sites.

Requirements include:

- Extended periods of computer work
- Sitting, standing, and walking throughout the workday
- Occasional lifting of office materials up to 25 pounds
- Ability to review construction documents and digital plans
- Occasional travel to jobsites, meetings, and project locations

Core Competencies

BP Builders values team members who demonstrate:

- ✓ Dependable
- ✓ Trustworthy
- ✓ Respectful
- ✓ Quality Focused
- ✓ Communication Excellence
- ✓ Organizational Leadership
- ✓ Attention to Detail
- ✓ Accountability
- ✓ Team Collaboration
- ✓ Service-Oriented Mindset

What Success Looks Like

Success in this role means:

- Project documentation is accurate, organized, and current
- Project Managers and field teams receive timely support
- Communication flows effectively between office and field personnel
- Procurement, invoicing, and project tracking processes run efficiently
- Clients, vendors, and trade partners receive professional and responsive service
- Project teams can focus on execution because administrative systems are operating smoothly
- You consistently uphold BP Builders' values of **Dependable, Trustworthy, Respectful, and Quality** while helping make exceptional projects possible



Join Our Team

Compensation & Benefits

BP Builders LLC offers a competitive compensation and benefits package, including:

- Healthcare Insurance
- Dental Insurance
- Retirement Plan Options
- Weekly Pay
- Paid Vacation / PTO
- Professional Development Opportunities
- Career Growth & Advancement Paths
- Company Technology & Software Resources
- Strong Team Culture Focused on Growth, Accountability & Support
- Company & Community Events

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