



Tenacre Job Posting Construction Projects Office Coordinator

Tenacre is looking for a team-oriented, resilient, technically-oriented office coordinator for the Construction Projects team to support all the activities of the Construction Project Department and the mission of Tenacre in morality, integrity, honesty and speech.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Communication Skills:

- Communicates and responds to others in a non-hierarchical manner with warmth, respect, integrity, humility and patience
- Follows written or oral instructions
- Demonstrates excellent writing skills that show conciseness, accuracy and graciousness

Interpersonal Wisdom and Ethics:

- Acts with integrity and maintains the highest ethical standards; maintains confidentiality
- Holds oneself to the highest standards of professionalism, courtesy, and ethics
- When problems arise, is calm, responsive, and listening; is accessible for questions at all times

Teamwork and Collaboration:

- Speaks and acts peacefully and with the intention of listening and building the team and good working relationships
- Reinforces the team concept through all actions; works cooperatively with others toward accomplishment of a shared goal as opposed to working separately or competitively

Quality Management:

- Demonstrates consistent thoroughness, accuracy, timeliness and orderliness, as well as initiative and creativity
- Manages time and competing demands effectively
- Demonstrates attention to detail

Judgment:

- Takes appropriate initiative; makes sound, accurate, and timely decisions
- Includes appropriate people in decision-making process
- Can work with little or no supervision, given proper instructions
- Makes decisions and acts with Tenacre's long-term interests in mind

Resilience:

- Responds positively to changes and maintains poise, focus and flexibility, especially when encountering challenges
- Is open to new ways of doing things and changes quickly to Tenacre's changing needs

Self-awareness and Development:

- Continually builds own knowledge and expertise
- Leverages own strengths and demonstrates understanding of weaknesses to most effectively contribute to a project
- Sets high expectations for oneself and achieves them regardless of barriers
- Demonstrates a passion for one's work – enjoys working hard and is full of energy

Technical Skills:

- Utilizes technology and equipment skillfully related to Projects information plus other needed technology with software programs including Outlook, Word, Excel, and internet browsers
- Demonstrates aptitude for learning a variety of computer programs through in-person or online video training

Essential Duties and Responsibilities; other duties may be assigned.

- Reports directly to the manager of the Construction Projects Department and follows through on all delegated tasks and projects; confers with the manager of the Construction Projects Department to coordinate and prioritize office needs and goals.
- Provides verbal and written information to community, contractors, vendors, staff, residents, and visitors.
- Supports the Construction Projects Department with reminders, calls to action and other useful coordination efforts for Manager and coordinators.
- Daily enters accurate information to the Facilities contractor calendars.
- Sends daily emails about projects to affected individuals.
- Regularly enters data into accounting spreadsheets for project costs tracking.
- Organizes documents and drawings and transmits digital copies to vendors for printing, when needed.
- Actively learns about plumbing, electrical, carpentry, construction, HVAC, and other related disciplines in order to effectively communicate with contractors, vendors, and Project team members.
- Assists Construction Project Coordinators and Construction Projects Manager with project closeout tasks in accordance with Facilities protocol.
- Ensures as built and other relevant documentation is provided to the Director of Campus Facilities
- Respects and maintains the privacy and confidentiality of both Tenacre's guests and resident staff

Physical - May be required to lift objects up to 30 pounds.

Safety - Is well-versed in and consistently follows Tenacre's safety program procedures and policies.

Qualifications

To perform this job successfully, an individual must be fluent in English and able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Minimum Associates degree or equivalent certification required, ideally in a construction related field
- 1-2 years' experience working in a professional, construction-related business environment, preferred
- Membership in The First Church of Christ, Scientist, preferred
- Fluency in Polish or Russian, a plus

Certificates, Licenses, Registrations

- A state issued driver's license is required.

To apply: go to www.tenacre.org/new/employment.htm or contact Staff Relations at 609.279.2304 for questions. If you know of individuals who may be interested in this opportunity, please tell them about it.