



## **Project Coordinator**

### **Who we are**

J. Uno & Associates, Inc. (J. UNO) is a Hawaii-based cost engineering and estimating firm. We are a small, high-performing team of curious and collaborative individuals. As a recipient of Pacific Business News' Hawaii's Best Workplaces award two years in a row, we work together daily to create an enriching, flexible, and fun work environment.

### **What you will do**

We are seeking a Project Coordinator, a new role that will support our cost estimators with technical and administrative tasks, research, and projects. The ideal candidate is a self-starter and a quick learner that would be able to flex tasks performed on a day-to-day basis. Those who enjoy the challenge of identifying gaps and needs and then creating, implementing, and streamlining solutions will thrive in this position. Experience in the architecture, engineering, and construction (AEC) industry will also be helpful for this role.

### **Primary Duties & Responsibilities**

- Coordinate scheduling of team project deliverables
- Manage project information as requested by technical staff
- Structure, streamline, and maintain app platform(s) for technical staff
- Attend team, client, and project meetings as requested
- Identify, develop and implement processes for project tasks to maximize efficiencies and productivity
- Perform special projects that may require knowledge of project life-cycle and current projects
- Assist with ensuring the accuracy of company databases, folders, and files
- Assist with researching quotes and cost library population
- Assist with marketing efforts as requested
- Assist with bid result analysis and tracking
- Assist with travel coordination and arrangements
- Assist with base pass and security access requirements

## **Requirements & Qualifications**

- Bachelor's Degree or equivalent
- 2+ years previous experience in project management or coordination in a technical environment
- Previous experience in A/E/C industry and/ or U.S. Department of Defense (DoD) contracts preferred
- Proficiency with Office Equipment (Computers, Phones, Photo Copier)
- Proficiency with Computer Programs and Hardware (MS Office Suite, Email, Internet, Webcams)
- Strong communication skills, both verbal and written
- Excellent grammar & spelling
- Detail-oriented with strong organizational skills, both analytical and problem-solving
- Integrity & honesty to work with confidential documents
- Ability to manage multiple tasks and achieve deadlines under pressure

## **Our Compensation & Benefits**

- Salary will be commensurate with experience, abilities, and education
- Flexible work schedule
- 100% coverage of your health insurance premium
- Paid time off (PTO) - 15 days per year
- 401k plan with a 3% employer contribution and profit-sharing
- Life insurance and supplemental insurances

## **We are an equal opportunity employer**

J. UNO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided based on qualifications, merit, and business need.

## **Get in touch**

If you think you are a good fit, please send a resume and cover letter addressed to Gail at [staffing@j-uno.com](mailto:staffing@j-uno.com).