

Job Description

Title: Construction Project Coordinator, StoVentec Rainscreen
Location: Hybrid Remote - National
Reports to: Manager, Technical Solutions

Purpose:

Sto Corp. (Sto), a global innovation leader of building enclosure systems and high-performance facades coatings, is seeking a **Construction Project Coordinator** for our StoVentec Rainscreen Systems. The ideal candidate will provide coordination and assistance through the engineering process and order processing of our rainscreen claddings, providing operational solutions as well as technical solutions. The Construction Project Coordinator is a part of the overall Technical Solutions team, working alongside the Project Manager, Draftsman, and reporting to the Manager, Technical Solutions— all working together as a team to assist Architects, General Contractors, Engineers, BIM teams, Fabricators, and Installers. The Construction Project Coordinator will also be responsible for providing day-to-day assistance with administrative and operational functions to achieve project success.

This is a hybrid remote/in-office position with mandatory in-office visits/trainings/meetings occurring throughout the calendar year.

Essential Duties & Responsibilities (includes, but not limited to):

1. Assist with ensuring that Sto Systems are properly specified and drawn to Sto and project standards
2. Assist with coordination of project activity and project documents for their assigned projects, including shop drawings coordination & review
3. Coordinate and guide projects and their stakeholders through the process including project requirements/definition, shop drawings and review
4. Liaise with clients alongside the Project Manager to identify and define project requirements, scope, and objectives
5. Monitor and track project's progress, helping to resolve any issues that arise
6. Record, monitor, and report on the progress of a project in Salesforce
7. Provide material takeoffs, estimating, detailing, and a basic level of installation support and education
8. Maintain orders in ERP system (SAP) – keeping accurate ship dates and coordinating between logistics, credit, and clients

This is not a comprehensive listing of all duties or responsibilities that are required for this job.

Experience/Skills/Knowledge/Requirements:

- 1-3 years of proven customer support, project coordination, and/or sales experience in building materials or similar construction trades is preferred
- Knowledge of the construction industry is required
- Must be willing and able to learn, seeking out information and utilizing all given resources to solve problems and provide customers with solutions
- Proficiency with Microsoft Office 365 and a CRM (preferably Salesforce), with a willingness and ability to learn to use new software (AutoCAD, Revit, Bluebeam Revu, Project Management Software, etc.)
- Excellent organizational, interpersonal and communications skills with great attention to detail
- Knowledge of business-to-business practices and techniques
- Must be able to work independently as well as collaboratively with a team
- Knowledge of CRM, specifically Salesforce is preferred

Education:

- Bachelor's degree in a related field is preferred

To Apply:

Submit your resume and cover letter to Jobs@StoCorp.com. Job ID: CPCV