



Project Coordinator Wanted

Great Pay & Benefits, Exciting Projects, Opportunity for Advancement

Take your career to the next level with one of Nashville's best construction companies while working on high-profile projects that are changing Nashville's skyline.

Work for Alexander Metals as an PROJECT COORDINATOR

As project coordinator, you will provide assistance that will help project managers run their jobs as efficiently as possible. Learn AMI-specific procedures and processes, and gain product knowledge of various products that we promote, sell, fabricate, and install. Prepare submittal packages including product data, drawings, samples, and LEED. Gather closeout documents, including warranties, O & M manuals, and lien waivers. Gather and submit safety manuals such as Material Safety Data Sheets and site-specific safety plans. Review online documents such as specs, drawings, RFI's, and ASI's. Check order acknowledgements by comparing acknowledgement vs. orders. Assist with field verification or field dimensioning, including visiting the site to confirm that the actual condition matches the drawings. Procure materials by issuing purchase orders for manufacturers or vendors. Coordinate/expedite deliveries and shipments to shop or field. Assist with actual vs. estimated labor values by checking field installation to quantify percentage complete. Complete additional duties as assigned. Work hours are from 7:30 a.m. – 4:30 p.m.

To qualify, you'll need to have a Bachelor's degree in building science, engineering or construction management or equivalent experience as well as commercial construction knowledge. The candidate we choose will also have experience with Microsoft Office and will display a strong work ethic, attention to detail, and professionalism.

To apply, email a cover letter and resume to careers@alexandermetalsinc.com or apply in person at Alexander Metals Inc., 497 Cave Road, Nashville, TN 37210.

Employment Type

Full Time

Compensation

We offer a highly competitive wage. Starting pay depends upon experience and references. Comprehensive benefit package includes health insurance, life insurance, short/long-term disability insurance, vacation, holiday pay, 401(k).

About

Alexander Metals Inc. is an award-winning Nashville-based company that specializes in the sales, fabrication, and installation of commercial storefront, curtainwalls, aluminum windows, and architectural metal wall panels. During its 25-year history, Alexander Metals Inc. has been named one of America's top glazing companies by the National Glass Association, and has been recognized for outstanding quality, performance, and safety by many local and regional organizations.