



30 N. Florida Street Mobile, Alabama 36607 | p: 251.219.4434 | crescentcd.com

**Position:** Maintenance Project Coordinator

**Type:** Full Time – Hourly

**Position Location:** Mobile, AL

**Start Date:** ASAP

### **About Crescent**

Crescent Construction & Development, Inc. is a full-service general contractor focused on serving the construction and maintenance needs of restaurants, retailers, and landlords throughout the Southeast. Originally formed in 2000, Crescent has established itself as a leader in the Facility Maintenance industry for multi-unit restaurant operators. A family-owned and operated business, we are as dedicated to growing our people as we are this company. As such, we are actively seeking driven and passionate individuals eager to join a team where they can make a lasting impact, both personally and professionally.

### **Roles and Responsibilities**

The Maintenance Project Coordinator will serve as the liaison between office and field personnel. General responsibilities include:

- Populating project management software with new project requests as they are received from clients
- Sourcing local specialty-trades such as HVAC, Electricians, and Plumbers as certain projects may require
- Ordering materials through our national vendor partners
- Assisting in the booking of travel accommodations for field personnel
- Organizing and filing all documentation from the field on the shared drive including:
  - Receipts, Invoices, and other expenses
  - Before and After photos
  - Project Completion Sign-Off Sheets
- Report all costs per project to accounting
- Prepare a PCR (Project Completion Report) to be sent to clients which includes photos (before and after), client-signed Satisfactory Completion Certificate
- Prepare a weekly report summarizing the status of each project assigned to employee

### Desired Skills & Experience

- Proficient in Microsoft Word, Excel, Outlook
- Proficient in Dropbox
- Experience in a construction office or field setting
- Organizational
- Self Starter

### Compensation

- Competitive Hourly Rate
- Per Diem when Traveling
- Health Insurance Options Available
- Paid Time Off

Crescent Construction & Development, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Interested candidates are encouraged to apply online or send their resume to [info@crescentcd.com](mailto:info@crescentcd.com) or call 251-219-4434 ext. 1.