

Kaufman Lynn, Inc.
Job Duties and Responsibilities

PROJECT COORDINATOR

- Create and maintain project binders, files and contact lists.
- Update drawings and drawing logs.
- Distribution of drawing revisions.
- Organize and track permits as required
- Creating formal RFI's from Super/PM drafts, distribution and tracking of same.
- Update drawings with ASI/RFI information.
- Project photo documentation and tracking.
- Subcontract administration (Write from p.m. draft, log, track thru execution, forward to accounting).
- Track, Organize and prepare invoices for P.M. review by the 20th of each month.
- Gather all required close out documents.
- Attending all Owner and Subcontractor meetings and maintaining detailed meeting minutes for same.
- Route and track all Owner and Sub change orders after receipt from P.M.
- Route and track all Owner pay app's after receipt from p.m.