



## **Position Title: PROJECT COORDINATOR ASSISTANT**

### **Position Purpose:**

To assist project coordinators as needed on a variety of tasks.

### **Functional Responsibilities:**

- Complete data entry as required; maintaining completeness and accuracy
- Process material submittals
- Order and track receipt of materials
- Process paperwork as required
- Provide assistance with special projects and/or additional duties as required by Management

### **Knowledge/Skills/Attributes/Behaviors Needed**

- Basic computer skills
- Ability to identify and manage details; good time management skills
- Excellent communication skills
- Ability to work with a team
- Basic math skills
- Adherence to all company policies and procedures
- Continued development of skills and capabilities for the position

If you are interested in applying, please send your resume to Marlys Janisch at

[mjanisch@cfs-floors.com](mailto:mjanisch@cfs-floors.com)