



Bloom Projects, LLC is a project and construction management firm located in downtown Seattle specializing in leading complex projects from inception through to successful completion. We represent owners and developers in achieving their real estate vision and business objectives, and have built a reputation for excellence and value in our delivery of every project. This consistent success has resulted in lasting relationships with our clients.

We are currently looking for energetic and experienced real estate project management professionals to support interesting and complex projects from inception through completion and occupancy. Competitive salary and benefits offered.

Project Coordinator at Bloom Projects

Position Summary

The Project Coordinator role is to support the Bloom Projects Team/Lead and collaborate with clients and project teams throughout the project life cycle. The role supports and assists in the oversight of the daily management, coordination, supervision, and successful completion of assigned projects. This position will support three or more projects in various sectors of our portfolio at the direction of senior staff.

Weekly Hours

Full time 8am to 5pm and as required. While our team-based work takes place in our offices, where health and safety precautions are in place, some temporary remote work may be authorized due to the pandemic.

Computer Program Required Use Word, Excel, Outlook, MS Project, Bluebeam, DWG Viewer, PowerPoint, Asana, and others as required.

Requirements

Energetic, inquisitive, and an innate sense of urgency.
Interested in learning and mastering new information.
Ability to multi-task and thrives in a fast-paced environment.
Candidate must be an active learner and with strong desire to broaden their knowledge and capabilities.
Collaboration is critical to this role and candidates must be able to work independently as well.
Highly organized and detail-oriented individual with ability to take initiative.
Financially focused and skilled in managing and maintaining budgets, contracts, and client data updates.
Preferred experience with construction design documentation and processes.
Technologically adept in learning new programs

Responsibilities

Responsibilities including budget maintenance, data analysis, invoice review, and contract management.
Coordinate, schedule, attend, and document meetings.
Document management, organization, and coordination of distribution to team members.
Meeting minutes and action items are to be issued in a timely manner.
Report and presentation development and preparation.
Review proposals for design, construction, and equipment related to projects.
Research as required.
Effectively communicate and interact with project stakeholders as directed.
Draft project schedules.
Review project documentation including construction documents, close-out manuals, etc.
Reconcile project budgets. Walk and document job sites with vendors for review and/or direction.
Other tasks as directed.

Education College degree, related field preferred