

Project Coordinator
Mid-Central Door – Waite Park

Are you working nights and weekends and missing out on family activities? Are you looking for a career change and want to work for a family friendly company that understands the need for a balance between work and life at home? If so then we may be the company that you are looking for. For nearly 50-years, Mid-Central Door Company has been and still is the leader in supplying hollow metal doors and frames, commercial wood doors, and architectural hardware in Central and greater Minnesota. This family-owned company takes great pride on the service and satisfaction that we provide to our customers from the initial sale to the completed installation or service and in keeping with that tradition, we are seeking an experienced Project Coordinator to join our staff.

The Project Coordinator will work directly for the Contract Sales Manager and will be performing project coordination & will be in a supportive role for the department. This is commercial work and will primarily work with general contractors. Job duties include but are not limited to:

- Assisting with general contractor and other customer requests in a timely manner with their general requests and phone calls.
- Keep in contact with customers and document any changes or additions to the project in company format and file structure. Also keep internal departments apprised of any updates and changes.
- Work on shop drawings and submittal preparation in applicable company software.
- Deliver the MCD experience and what we are known for with very timely responses, follow ups and follow through with in-depth details.
- Possible jobsite visits to assist with note taking and agendas along with follow ups.
- Performs all other duties as assigned or required by the Contract Sales Manager.

Ideal candidate would have a two-year degree in Architectural Construction Technology or related field with previous experience with Microsoft Office. Work background and prior experience in the construction/building trade industry is helpful but not required. **Documentation and attention to detail is crucial in this position and candidate must have excellent oral and written communication skills.** Must work well in a team setting and be able to multi-task.

If you would like to be part of our growing team, Mid-Central Door would like to meet with you. **We offer a competitive starting wage that is commensurate to your previous work experience but at a minimum of \$22.00 per hour.** Our benefit package includes 401(k) plan, annual incentive pay based on net profit, paid vacation and holiday pay starting from date of hire. We also offer health, dental, short-term disability, and company paid life and long-term disability insurance.

Qualified candidates should send their resumes to: toddl@americandoorworks.com or apply in person at Mid-Central Door, 3073 – 3rd Street South, Waite Park, MN 56387. Mid-Central Door is a division of American Door Works.