



Project Coordinator: \$12.15-\$18 (Depending on experience)

Requirements:

- Reliable and regular attendance is expected
- Strong communication skills
- Strong time management skills
- Attention to detail
- Able to work in a high volume, fast paced environment
- Valid Driver's License
- Reliable transportation
- Must speak English
- High school diploma or equivalent

Responsibilities:

- Communicate with key stakeholders to determine/meet project requirements and objectives
- Plan, schedule and coordinate project activities accordingly
- Create Proposals
- Assist with maintaining and ordering inventory
- Receive and verify materials
- Work hand in hand with team
- Remotely assist team with projects as needed
- Maintain and update filing, inventory and database systems
- Run errands and make deliveries
- Perform other duties as assigned

Benefits:

- Employee Health benefits *(Includes MAYO Clinic option)! Available after 90days of employment Covered 100% for Employee – option to add family coverage at the cost of the employee*
- Life Insurance
- Paid Sick time
- Paid Vacation time
- Paid Holidays off
- Regular Monday through Friday Full-Time schedule 8AM-5PM

If you meet requirements and can meet the responsibilities, please contact Office at Alexis@LiggettElectrical.com.