



PROJECT COORDINATOR

Alliance Land Planning & Engineering, Inc is looking to expand our project team. Individuals who value long-term commitment to excellence and intellectual growth will find a home at Alliance. The work environment is positive, creative, and friendly. As a small company, employees experience all aspects of the business and choose the most exciting specialty. You will love working here. Would you please come and join our team?

The right person is responsible, dependable, and personable and can run, administer and organize project activities in cooperation with and under the direction of the Project Manager(s) for multiple development projects. We want someone who works well with a team and independently and is capable of learning new skills quickly while under pressure.

RESPONSIBILITIES

- Coordinate project submittals, plan approvals and permitting requirements for various development projects
- Liaise with clients to identify and define project requirements, scope, and objectives
- Meet the clients' needs as the project evolves
- Help prepare and track project logs, schedules, and task lists
- Monitor and track the project's progress and handle any issues that arise
- Act as the point of contact and communicate project status adequately to all participants
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation, plans, and reports

QUALIFICATIONS

- Previous experience in cooperating with Project Managers
- General Office duties (phones, filing, printing)
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills, including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office and project management tools
- Knowledge of Adobe Acrobat is a plus
- Construction, planning, or engineering background is a plus but not required
- Willingness to travel day-to-day within the Santa Clarita/Valencia area, Los Angeles County, and surrounding cities/counties
- Some schedule flexibility

COMPENSATION

- Wages: \$27-\$32 per hour DOE
- Group medical, dental, vision, and disability insurance
- Opportunities for professional growth and advancement
- Paid time off, including vacation, sick and personal
- Paid holidays
- 401K retirement and profit-sharing plan.