

PROJECT COORDINATOR



Ronald N.S. Ho & Associates
ELECTRICAL ENGINEERING

PROFILE

Established in 1978, Ronald N.S. Ho & Associates, Inc. is one of Hawaii's largest electrical engineering consulting firms. It has provided electrical engineering services for various government agencies and private clients. Types of projects have included public and private buildings, site infrastructure systems, lighting systems, electrical distribution systems, and water and wastewater systems. This employee-owned company is seeking a full-time, Project Coordinator who is able to support and contribute to a growing company.

PRIMARY DUTIES

Organizing and coordinating various components of a project to ensure its success. Monitoring daily tasks and communication, creating reports and updates for the project manager and other members of the project team. Projects range in size starting at \$100k or more in total fees. Self-starter and quick learner that can juggle multiple projects and tasks at a time on a daily basis.

DESCRIPTION OF DUTIES

Duties shall include those described below, but are not limited to:

- Monitors and coordinates deliverables for the internal project team and external sub-consultants
- Coordinates the daily/weekly progress of projects
- Coordinates project team members billings each month
- Attends meetings and generates meeting minutes
- Organizes, assembles, orders reproductions, and makes project and permit submittals
- Provides updates to project managers, project team members, and sub-consultants
- Ensures that project team members have the project logistics and resources required to complete assigned tasks
- Organizes and compiles Basis of Design, specifications, calculations, reports, and tracks project fee expenditures
- Organizes and schedules meetings/webcasts with Clients, Agencies, and sub-consultants
- Organizes project logistics
- Assists with base pass and security access requirements
- Assists Admin Staff with pre-design regulatory documentation
- Organizes and coordinates Services during Bidding and post-Contract Administrative Services: substitution requests; pre-bid RFI responses; VE implementation; addenda; tracks shop drawing submittals, RFI responses, OAC meetings; and agency reviews of post contract changes



2153 North King Street, Suite 201
Honolulu, Hawaii 96819



(808) 941-0577



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SKILLS AND QUALIFICATIONS

- Ability to work well with people
- Has independent judgement to plan, prioritize and organize diversified workload
- Exhibits time management and displays initiative
- Excellent communicator and organizer
- Experience in design and/or construction project management or coordination in a technical environment preferred
- Experience in A/E/C industry and/or U.S. Department of Defense (DoD) contracts preferred
- Proficiency with office equipment and software (MS Office, Excel, Word, Outlook)
- Demonstrates integrity and honesty to handle confidential documents
- Ability to manage multiple ongoing tasks and achieve deadlines under pressure

BENEFITS

We offer a rewarding, nurturing, and collaborative environment for all our employees. Salary is commensurate with experience. Ronald N.S. Ho & Associates, Inc. is an Equal Opportunity Employer.



JOIN OUR TEAM

If you have the skills necessary and meet the prerequisites listed above, please submit your letter of interest and resume to: joinus@rnsha.com (Attn: Sean Sugai, President).



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