

AQUASCAPE, INC.

Job Description



Job Title:	Construction Coordinator		
Department:	Local Market/Construction	Reports to:	Local Market Office Manager
Type of position:	Hourly	FLSA Status:	Non-exempt
Position is responsible for office support, including scheduling and billing for pond construction projects in the Chicagoland area.			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Provide world-class customer service to customers on the phone• Lead Management<ul style="list-style-type: none">○ Read and respond to emails in a timely manner○ Respond to leads○ Qualify leads○ Schedule consultations○ Enter new construction customers into Jobber○ Maintain customer data in Epicor ERP computer system• Prepare subcontractor agreements• Assist in scheduling deliveries of material purchases• Responsible for billing<ul style="list-style-type: none">○ Verify accuracy of billing statements○ Monitor customer accounts for non-payment and delayed payment○ Make collection calls to past due customers○ Track and record cost of material and labor used in construction jobs○ Assist with construction department's employee expense reports and American Express bills			
OTHER DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Participation in company events as requested• Complete other assignments and projects as assigned			
REQUIRED EDUCATION/EXPERIENCE/PROFICIENCIES			
<ul style="list-style-type: none">• 1+ years previous work experience in a similar administrative position• The ability to produce independently in a team environment• Attention to detail			
PREFERRED EDUCATION/EXPERIENCE/PROFICIENCIES			
<ul style="list-style-type: none">• Experience with purchasing and inventory management• Experience with Epicor ERP Software is a plus• Familiar with sub-contractor agreements and W-9s			
<i>Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position</i>			