

## **Kitchen&Bath LLC**

### **Project Coordinator (Old Hickory, TN)**

Project Coordinator will be responsible for coordinating all aspects of multiple projects simultaneously, including procurement, installation, delivery, and customer service. The Project Coordinator will work closely with the store staff, suppliers, and customers to ensure projects are completed on time and to the highest standards; develop all project timelines and budgets; monitor project progress and adjust schedules and resources as needed; resolve any issues or conflicts that arise throughout the project; oversee the contactors' follow up with their schedules and managing the acceptance of projects; ensuring that the entire project plan adheres to the established budget and contracting documents; maintain all project-related documents, including contracts, reports, and invoices; provide weekly status updates to the management and customer; provide technical support and guidance to store staff and customers; maintain a safe work environment.

Bachelor's Degree in Construction Management or Civil Engineering and 24 months of experience in the job is required. Send Resume to Vedat Ozturk, President, 4961 Lebanon Pike, Old Hickory, TN 37138.