



QAI JOB #: QAI-MIAMI-PJTCOR-012423
JOB TITLE: Project Coordinator
LOCATION: Miami, FL
CATEGORY: Building Products

BACKGROUND:

QAI Laboratories is a testing, inspection and certification organization providing services to manufacturers of building products, electrical products, vehicles, and other regulated products. Recognition of the QAI name and logo have grown significantly over the past few years resulting in significant expansion of the business.

We are looking for a talented and motivated individual(s) that enjoy working in a team environment to help us achieve our goals for growth and fill a position(s) within our Building Products (BP) Department. The Project Coordinator's objective will be to coordinate with customers and coworkers to ensure that the department's goals are achieved, and administration tasks are completed on time and with high accuracy. This dynamic role requires a highly team-oriented individual that can wear many hats and take on administrative and customer service projects. Flexibility in work schedule and working overtime, if needed, is ideal.

DUTIES: Under direction of Operations Manager, the successful candidate will perform, but not be limited to, the following duties:

- Maintains project files - ensures all files are complete
- Reviews signed proposals and enters them into the project backlog
- Maintains the project backlog and work schedule
- Set up data sheets and collect project information such as specifications and requirements
- Assist with delivery's and keeping track of test samples
- Keep clients updated on project status at all times
- Invoices completed projects as directed by operations
- Under guidance of Operations Manager, issues new client/project numbers before work is started on a new project.
- Assists with Sales and Marketing activities
- Running day to day actives assigned by operations manager
- Client Support
- Works with 3rd party contractors/ subcontractors (PO's etc.)
- Assist in inspection scheduling or booking travel arrangements
- Switchboard relief
- Purchase materials related to projects
- General scanning and filing work
- Support senior staff in testing when needed
- Other duties as may be assigned by their manager from time to time

QUALIFICATIONS: The successful candidate will have:

- 2-3 years' work experience in Customer Service and Project Coordination
- Excellent written and verbal communication skills
- Polished understanding of client interaction
- Work extremely well in a team environment
- Detail oriented with strong planning skills
- Efficiently manage time and be highly organized



- Knowledge and experience with QuickBooks
- Fully proficient in all Microsoft Office applications as well as proficiency with email
- Ability to work under pressure and deliver against tight timelines
- Self-motivated, outgoing with a positive attitude
- Problem solver and take initiative in learning new skills
- Interact effectively and professionally with customers and staff
- Ability to work in a fast-paced environment and juggle priorities

Key Technical Competence:

- Practical knowledge in the areas of expertise.
- Possess good communication and organizational skills.
- Able to multi-task with some degree of accuracy and efficiency.
- Understands the departments or areas which they are assigned and works to improve the processes.

ADDITIONAL INFORMATION:

- The successful candidate will progress, subject to satisfactory performance, through a 3-month probation and training period

APPLYING:

QAI Laboratories offers competitive compensation and benefits package. We are committed to the long-term success of our employees.

Interested? Please submit your resume and cover letter at careers@gai.org. Applications will only be accepted when emailed in MS Word or PDF format and must have a job-specific cover letter. Please be sure to include the QAI job number in the subject line of your communication.

Check our other career opportunities on our website careers page: gai.org/careers.

Equal Opportunity Employer:

QAI Laboratories is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are omitted to providing a workplace free of any discrimination or harassment.

NOTE: No sponsorship is available for this role.
