Project Coordinator

near Fremont, CA · Full-time · **$70k–85k**

Project Coordinator
Location: near Fremont, CA
Salary: $70,000 – $85,000
Benefits: Medical, 401K, Paid Time Off, Paid Training, Job-Site Travel Expenses Covered
Job Type: Full-Time
Typical Hours Per Week: Mon-Fri; 9-5pm /Flexible
Start Date: ASAP
Travel: Local Job Site Visits/1x per wk.
Sponsorship: Not available

Project Coordinator Description

Our client, a growing wireless infrastructure contractor with steady project volume across the Bay Area, is seeking a Project Coordinator to add to their growing team. You will be the right hand to the Project Services Team Leader, keeping projects (up to 10 in parallel) moving from kickoff through closeout. That means building schedules, ordering materials, managing vendors, dispatching technicians, and keeping clients and field crews aligned. The ideal candidate is highly organized, detail-obsessed, lives in Excel, and takes pride in making sure nothing falls through the cracks. To succeed, you must be comfortable juggling many priorities in a fast-paced environment where schedules, deliveries, and client needs can change on any given day. The role is mostly in-office, with regular trips to active job sites to check progress and support the field team. It also offers hands-on training and a clear path to grow into a full Project Manager role.

Project Coordinator Responsibilities

- Build, maintain, and update project schedules and technician dispatch calendars
- Coordinate crew assignments, site access, and daily job logistics
- Track project milestones, deadlines, and deliverables
- Keep internal and external stakeholders informed of schedule changes in real time
- Order materials, equipment, and supplies, and track lead times and delivery dates
- Maintain inventory and truck-stock records and reconcile them against project needs
- Process purchase orders and match them to invoices and packing slips
- Serve as a day-to-day point of contact for vendors, suppliers, clients, and subcontractors
- Solicit quotes, place orders, and follow up to keep commitments on track
- Handle client communications, including status updates, scheduling, and documentation
- Maintain organized project files, permits, and compliance records
- Build and manage tracking spreadsheets, reports, and dashboards in Excel
- Support reporting, billing prep, and closeout packages
- Visit active job sites across the Bay Area to check progress and support field teams

Project Coordinator Qualifications

- Experience in project coordination, project administration, or assistant PM work is required
- Strong Excel skills (formulas, tables, & data analysis) are required
- Strong written and verbal communication with vendors, clients, and crews is required
- Proficiency with Microsoft Office (Outlook, Word) and comfort learning project/scheduling software is required
- A valid driver's license and clean driving record are required

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