Project Coordinator
Continental Flooring Company, a nationwide flooring contractor, seeks an organized, bright and energetic person to join our construction project management team. This person should be self-confident, a quick thinker and internally motivated. Ideal candidate will be someone with a competitive personality and a desire to learn and grow.

Primary responsibilities for this position include working with the Vice President of Operations to manage nationwide flooring projects and will include coordinating all aspects of the work with customers, subcontractors, and vendors as well as organizing and documenting project records, managing deadlines, updating budgets, and controlling costs.

Qualifications include:
- Positive, self-motivated attitude
- Strong Organization Skills
- Detail Oriented
- Excellent customer service skills
- Proven oral, written and interpersonal communication skills
- Computer Literate
- Cost conscious personality
- Effective time management skills

Excellent benefits package including medical, vacation and 401(k) plan. Drug testing is a condition of employment.

Email: jobs@continentalflooring.com
Fax: 914809452603 Notes: This is a regular full-time position. Company is located in Scottsdale off of the 101 and Via Linda. Visit [www.continentalflooring.com](http://www.continentalflooring.com) for additional company information.