

# PROJECT COORDINATOR / CONSTRUCTION ADMINISTRATOR

## Geeding Construction

### About Geeding Construction

Geeding Construction is a family-owned pipeline construction and maintenance company founded in 1982. We specialize in pipeline and heavy civil construction and are committed to safety, quality, and long-term relationships with our clients and employees.

### About the Role

We're looking for a reliable, detail-oriented Project Coordinator / Construction Administrator to support our pipeline and heavy civil projects. You'll coordinate day-to-day project activities, track costs and budgets, manage project documentation, and work closely with field teams and project managers to help deliver safe, on-time, and on-budget projects.

### Key Responsibilities

- Coordinate project activities, schedules, and resources for pipeline construction, repair, and maintenance projects
- Track project costs (labor, materials, equipment, subcontractors) and assist with job costing and basic financial reporting
- Prepare and process billings, change orders, invoices, POs, and subcontractor payments
- Organize and maintain project documentation (permits, contracts, reports, safety records)
- Communicate with field superintendents, vendors, and clients to support smooth project execution
- Support bidding/estimating by gathering and maintaining cost and historical data
- Help ensure compliance with company policies, safety standards, and regulatory requirements (including DOT)

### Qualifications

#### Experience & Skills

- 2+ years in construction coordination, project administration, or similar role (pipeline/utility experience is a strong plus)
- Basic–intermediate understanding of accounting/job costing, budgeting, and invoice processing
- Proficiency in Microsoft Excel and construction/project management or accounting software (e.g., Viewpoint, Sage; Bid2Win a plus)

- Strong organization, attention to detail, and ability to manage multiple tasks in a fast-paced environment
- Effective communication skills and ability to work with both office and field teams
- High school diploma or equivalent required; degree in construction management, business, accounting, or related field is a plus

### **What We Offer**

- Competitive salary based on experience
- Comprehensive benefits package (health, dental, vision, 401(k))
- Stable, long-term opportunity with a respected, family-owned pipeline company
- Involvement in critical infrastructure projects across the region
- Supportive, safety-focused team environment with opportunities for growth

### **Equal Opportunity Statement**

Geeding Construction is an equal opportunity employer committed to diversity and inclusion.