



EICKHOF®

PROJECT COORDINATOR

ABOUT EICKHOF

Eickhof Columbaria (www.eickhofcolumbaria.com) is a fast-growing manufacturing and design company based in Minnesota, with offices in Crookston and Minneapolis. The company installs memorial projects (columbaria) all over the United States and abroad, with a strong focus on quality, craftsmanship, customer service, engineering, and design.

POSITION SUMMARY

We are in search of a Project Coordinator to work closely with the Senior Project Manager to manage projects. This will include estimating, production scheduling, and installation management.

REQUIRED QUALIFICATIONS

- Min. 1 year of Project Coordination experience in construction, manufacturing, or similar field
- Proficient in AutoCad
- Proficient in MS Office
- Ability to multitask
- Team player
- Exceptionally organized

KEY RESPONSIBILITIES

- Coordinate projects' production and installation
- Communicate with customers through installation
- Review contract documents
- Estimate and price projects for Sales Team
- Review all projects' drawings prior to manufacturing
- Order materials (as necessary)
- Draft projects for estimating using AutoCad (as necessary)
- Draft projects for shop drawings using AutoCad (as necessary)

To apply email resume and cover letter to peter@eickhofcolumbaria.com.