



ENGINEERING AND MECHANICAL, INC.

Position: Project Coordinator

Parker Engineering and Mechanical, Inc. is a leading multi-family and light commercial HVAC installation company in the northeast Atlanta area. We have jobsites all over the southeast United States.

We are seeking self-motivated and dedicated individuals for a project coordinator position.

We offer competitive wages and comprehensive benefits.

****Bilingual English/Spanish is preferred but not required****

Job Responsibilities include, but are not limited to:

- Overseeing multiple projects simultaneously
- Coordinating the delivery of materials to jobsites
- Working closely with field employees and Project Managers
- Research and purchasing of special materials
- Visiting jobsites to enforce good and efficient material handling

Requirements:

- Must be eligible to work in the United States
- Must be able to pass a pre-employment background check and drug screen
- Must be able to problem solve
- Must have basic computer skills (Microsoft Office, especially excel, adobe, etc.)
- Must have good people skills
- Must be team-oriented

Benefits:

- Medical insurance for employees paid 50% by company, available for spouse and family
- Vision, Dental, Short-Term Disability, Long-Term Disability, Life and other insurances available
- 401K with company match
- 2 weeks paid vacation per year
- 7 Holidays per year
- Tool cost reimbursement

Job Type: Full-Time

Drug-Free Workplace
Equal Opportunity Employer