



Warfel Construction Company has an opportunity for a full-time **Work Acquisition Coordinator** based out of our East Petersburg, PA location. This position works closely with our Vice President of Work Acquisition, serving as an active project team member to provide administrative support between departments to achieve shared objectives. Interacting with a diverse group of team members is critical and can include clients, coworkers, consultants and visitors at all levels throughout the organization.

Someone who exhibits proactive planning, sound judgment, and high levels of initiative would be a great fit for this role.

Major duties will include, but are not limited to, the following:

- Schedules and organizes activities such as meetings, travel, conferences, and department activities for all members of the Work Acquisition team.
- Maintains the company Client Resource Management (CRM) system; tracks, enters, updates and manages data inclusive of dashboarding information.
- Regularly involved in all scheduled Work Acquisition meetings is required, supporting the coordination effort of creating, distributing and actioning meeting minutes.
- Maintains and coordinates Work Acquisition metrics and scoreboard for executive team and awareness within the Work Acquisition departments.
- Provides administrative and general support for Vice President of Work Acquisition; manages tasks and daily schedule, weekly calendar, travel, and prepares materials and correspondence that supports the VP's strategic initiatives.
- Works with several teams to support the new opportunity start-up process.
- Assists marketing team with various tasks as needed.
- Proactively identifies and leads projects designed to increase consistency and efficiency in operations within the Work Acquisition team.
- Serve as a company Notary when required.
- Act as the Work Acquisition ProCore specialist.
- Serves as the primary contract administrator, maintains contract templates, and utilizes contract development software.
- Composes and creates general communications including, but not limited to, charts, tables, graphs, and other department documents in electronic and print correspondence. Proofreads copy for spelling, grammar, reviews layout and makes appropriate changes to ensure professional quality execution and application of brand standards.
- Collaborates with clients, vendors, and employees throughout the company to deliver outstanding service to external and internal customers.



- Maintains client confidence and protects operations by keeping information confidential; handles private and non-routine information with a high degree of confidence.
- Performs other duties as assigned.

**Qualifications:**

- Bachelor's degree in Business, Communications or related field preferred OR equivalent experience acceptable.
- Minimum of 2 – 5 years' experience in similar roles
- Proficient in Microsoft Office Suite, specifically Word, Excel, Outlook and PowerPoint
- Excellent time management and communication skills
- Demonstrated ability to exercise good judgment and a commitment to accuracy, while exhibiting a strong desire to serve the needs of a fast-paced organization.
- Ability to re-prioritize workload and redirect focus to urgent needs

This position will spend the majority of the time in a professional office environment. The qualified individual for this role will need to work in a sedentary position, with occasional visits to active construction jobsites, as the role requires. Lifting, pushing, and pulling up to 10 lbs may be required as part of everyday tasks. Use of a computer, phone and printer will be required daily.

**Competitive pay and benefits offered. Warfel Construction is an equal opportunity employer.**