



Warfel Construction is currently looking for a team-focused **Work Acquisition Coordinator** to assist in delivering client-focused solutions through providing support, planning, and execution of various tasks supporting our Work Acquisition team. This role will work closely with the Work Acquisition leadership team to provide general and administrative support within the team, promoting cohesiveness and advancement of shared goals and objectives. This role will also interact with a variety of stakeholders including clients, coworkers, consultants, and visitors.

Job responsibilities will include, but are not limited to, the following:

- Schedules and organizes activities such as meetings, travel, conferences, and department activities for members of the Work Acquisition team
- Maintains company Client Resource Management (CRM) system; tracks, enters, updates, and manages data and reports
- Coordinates and reports on Work Acquisition Team meetings
- Provides support for Vice President of Work Acquisition and advancement of department goals and strategic initiatives
- Serves as contract administrator; maintains contract templates, and utilizes contract development software
- Conducts research for identified markets or clients as requested
- Maintains Work Acquisition budget
- Coordinates client, professional association, trade events and meetings as requested
- Helps develop and improve workflow processes when and where needed
- Collaborates with clients, vendors, and coworkers to deliver outstanding service to external and internal customers
- Independently balances multiple concurrent assignments with shifting priorities
- Other duties as assigned



QUALIFICATIONS:

- High School diploma or GED required
- Bachelor's Degree in Business, Communications, or related field; or equivalent experience preferred
- 2 - 5 years of related experience requested
- Excellent attention to detail and organizational skills, including time management
- Proficiency in Microsoft Office Suite and database management
- Able to work as a collaborative member of a team, as well as individually as needed, in a fast-paced environment
- Ability to organize and maintain details / status / follow-up of information
- Exhibits Warfel's Core Values of Honesty, Integrity, Accountability, Initiative, and Teamwork

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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