



Job Title: Project Coordinator

LAN-TEL Communications was incorporated in 1992 and since that time has grown to be one of the leading structured cabling and security companies in New England. LAN-TEL is currently seeking Project Coordinator to assist Senior Project Managers in the oversight of both structured cabling and security projects. In this role, the individual will assist in the planning, executing, and completion of projects in compliance with strict deadlines and with the highest quality control.

Key Responsibilities of the Position Include:

- Collaborate with project managers in managing all resources for the project and in meeting deadlines for project deliverables
- Coordinate and maintain project documentation
- Prepare change order documents and communicate changes with internal finance group and external customer
- Provide support in developing and tracking project budgets
- Prepare input for project invoicing
- Oversee the completion of all close out documentation – as-builts, test results, warranties, etc.

Desired Requirements of the Position Include:

- Strong working knowledge of Microsoft Office Products
- Ability to learn and efficiently project-related software and reporting systems
- Strong written, oral and interpersonal skills
- Ability to successfully interact with external customers, vendors, and contractors
- Excellent planning and organization skills
- Ability to complete tasks under tight deadlines

Pay and Benefits:

In addition to a generous salary, LAN-TEL offers an extremely competitive compensation package that includes the following:

- Medical, Dental, and Vision Insurance
- Short and Long-Term Disability Plans
- Life Insurance
- 401K plan with company matching
- Profit Sharing
- Paid Vacation and Holidays

Please send resume to:

Kate Waldron, Vice President, [kwaldron @lan-tel.com](mailto:kwaldron@lan-tel.com).