

**BE AN EMPLOYEE OWNER AT THIS DYNAMIC CONSTRUCTION SUBCONTRACTOR!**

***OPENINGS AT OUR MASON, OH, CLEVELAND, OH AND ELKRIDGE, MD OFFICES***

### **Company:**

Pioneer is a 100% employee owned company specializing in custom unitized curtain wall. All employees who have met the eligibility criteria own stock in Pioneer through our ESOP retirement plan. That means that all of us directly benefit from our efforts to serve customers, produce quality products and grow the business profitably. Pioneer is headquartered in Mason, OH with offices in Cleveland, OH, ElkrIDGE, MD, Johnson City, TN and Kokomo, IN. Pioneer's innovative approach coupled with cutting edge design technology has won awards as well as respect in the curtain wall industry. Pioneer is an equal employment opportunity employer with an established culture of rewarding a strong work ethic and providing ongoing training opportunities that promote an environment of creativity and career growth. Pioneer offers a generous benefit package to full time employees that includes Major Medical and Dental Insurance, Voluntary Vision, 401K with a 4% match, Short & Long Term Disability, Company paid Life Insurance and Tuition Reimbursement.

### **Project Coordinator Job Summary:**

Primary responsibilities include cost tracking, change orders, submittals, documentation, scheduling, and closeouts. Other functions include working with Project Managers to coordinate contract requirements, material ordering, design drawings, and material fabrication and shipment to the field. The Pioneer Team is staffed with a dedicated and hard working group of employees who are committed to excellence and who work collaboratively with other Sales, Manufacturing, Field and Engineering employees to ensure timeliness and profitability.

### **Project Coordinator Job Requirements:**

Ideal Candidates have a minimum of an Associates Degree in Construction Management or related field. Previous project management experience and experience with custom curtain wall systems / unitized wall systems / structural glass wall systems / or architectural metal panels is preferred.

This position requires excellent interpersonal and problem solving skills as well as the ability to work in a fast paced environment. The best candidate must be a team player who is dependable, detail oriented, committed to quality and willing to assist others. If this sounds like YOU, please submit your resume, cover letter and salary requirements on our website at [www.pioneerglazing.com/careers](http://www.pioneerglazing.com/careers)!

**Salary:** Commensurate with experience

**For information on Pioneer, visit our Web site at [www.Pioneerglazing.com](http://www.Pioneerglazing.com)**

**Pioneer is an Equal Employment Opportunity Employer and a participant in E-Verify**