

## MC Sign Company Job Description

Created by:

Created date: October 2011

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<b>Title<sup>i</sup></b>	Project Coordinator	<b>Department<sup>ii</sup></b>	Projects
<b>Reports To<sup>iii</sup></b>	Account Development Manager	<b>Status<sup>iv</sup></b>	Non-exempt
<b>Dated<sup>v</sup></b>	October, 2011	<b>Approved<sup>vi</sup></b>	

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### **Job Summary**<sup>vii</sup>

Manage sign projects under the supervision of an Account Development Manager

### **Essential Functions**<sup>viii</sup>

1. Receives project assignments from ADM.
2. Manages sign project work order from start to finish within SLA guidelines.
3. Utilizes and maintains Services Application database with all required project details.
4. Manages sign project work orders in any additional required customer database or spreadsheet (i.e. Service Channel, Fast Break, One Source, Buzz Saw, etc.)
5. Communicates customer concerns through ADM and/or Assistant ADM (AADM).
6. Requests surveys from Field Partners using required survey form.
7. Requests drawings from Design Department using required drawing forms; fills out form and submission envelope completely, encloses MC survey form in the required submission envelope, reviews drawings for errors prior to submission to customer for approval.
8. Requests Field Partner assignments from FPMG group using required request form.
9. Requests job costing from CMG group using required Quote/Sourcing form.
10. Prepares customer proposals- submits to ADM and/or AADM for sign off prior to submission to customer.
11. Obtains and logs customer and property owner drawing approvals.
12. Communicates project status to ADM or directly to customer, depending on customer requirements.
13. Attends customer conference calls (with ADM/AADM as required) to review project/program status.
14. Manages project to successfully meet customer required deadlines.
15. Completes work order close out on a regular basis and submits invoice to customer with all required documents.
16. Manages project budget at or above required Gross Profit Margin guidelines as set by Sales.

### **Additional Duties and Responsibilities**<sup>ix</sup>

1. Issue Purchase Orders
2. Handle multiple service requests simultaneously.
3. Status reporting when needed with site location managers, vendors, and client project sponsors.
4. General project support as needed.
5. Occasional travel to client offices or project sites.
6. Participate in process-improvement groups as needed.

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**Job Specifications**

**Skills<sup>x</sup>**

- a. Computer Skills – Microsoft Project, Microsoft Vision, Microsoft Visio, Microsoft Office Suite (Access, Excel, PowerPoint, Project, Word).
- b. Ability to prioritize jobs based on urgency, customer expectations, importance
- c. Customer service skills
- d. Organization and Planning
- e. Good communication skills
- f. Flexibility
- g. Team Orientation
- h. Decision Making and Problem Solving Skills
- i. Sign Knowledge

**Education, experience, certifications<sup>xi</sup>**

- a. Bachelor's degree preferred
- b.

**Physical and Mental Demands<sup>xii</sup>**

- a. Must be able to lift at least 50 lbs.
- b. Phys, mental demand
- c. Phys, mental demand
- d.

**Working Conditions (if applicable)<sup>xiii</sup>**

- a. Working condition
- b. Working condition
- c. Working condition
- d.

This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of MC Sign Company. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

**Employee Acknowledgement<sup>xiv</sup>**

I have read this job description and discussed it with my supervisor.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>i</sup> Type in Job Title

<sup>ii</sup> Type in Job Department

<sup>iii</sup> Type in Supervisor Title

<sup>iv</sup> Type in Status

<sup>v</sup> Type in Job Creation Date

<sup>vi</sup> Type in Approved Date

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<sup>vii</sup> **Job Summary:** A brief narrative of the job, highlighting it's general characteristics. Provide enough information to differentiate the major functions of the job from those of other jobs

<sup>viii</sup> **Essential Functions:** The employee spends approximately 80% of their time performing these functions. These functions are fundamental to the performance of the position. A job function may be considered essential if:

- The job position exists to perform that function
- There are a limited number of available employees among whom the performance of that function can be distributed.
- The function is so highly specialized that the person in the position was hired for his/her ability to perform that function

<sup>ix</sup> **Additional Duties and Responsibilities:** The employee spends approximately 20% of their time performing these functions. These tasks are nonessential functions of the job that will need to be done. They are marginal yet important tasks that could easily be performed by other workers

<sup>x</sup> **Skill:** This is in knowledge, skill, abilities, and other characteristics required for success in the job. Factors related or incorporated in skills include:

- Knowledge required
- Equipment Use
- Initiative, Attitude
- Judgement Required
- Creativity

<sup>xi</sup> **Education/Experience/Certifications:** Education, experience, and certifications necessary to perform the job

<sup>xii</sup> **Physical and Mental Demands:** The physical or mental exertion required, for example:

- Lifting requirements: Must be able to lift up to 50 lbs.
- Height requirements: Must be able to handle heights up to 75 feet.
- Visual requirements: Must be able to work in dim light

<sup>xiii</sup> **Working Conditions:** Environmental factors impacting the position, for example:

- Environment: Hot/cold, air quality, etc.
- Hazards (risk of falls, cuts, burns, exposure to toxic chemicals)

<sup>xiv</sup> **Acknowledgement:** Supervisor and employee sign and file in personnel file