

## **VIVACITY INFRASTRUCTURE GROUP**

### **JOB TITLE**

Project Coordinator

### **COMPANY**

eX<sup>2</sup> Technology

### **FSLA STATUS**

Exempt

### **LOCATION**

Chicago, IL, Omaha, NE or Remote

Looking for a new career opportunity with an innovative, technology-driven company? eX<sup>2</sup> Technology is seeking a highly skilled individual to fill our available Project Coordinator position. As a Project Coordinator, you will manage the flow of documents between internal and external partners, prepare project reports, and help to support the company's participation in telecommunications engineering, construction, and maintenance projects.

In return, we offer competitive pay with an excellent benefit package including paid time off, company matching 401(k) plans and medical, dental, vision and life insurance options along with professional development and career advancement opportunities in a growing technology-driven industry.

### **WHAT DOES A TYPICAL DAY LOOK LIKE?**

- Review contract and specifications in its entirety
- Assist with all schedule preparations and updates
- Assist with quantity reporting, project costs and forecasting
- Prepare and manage monthly project reports and update project status metrics into company or client databases and/or spreadsheets
- Provide project support by effectively organizing, facilitating, and overseeing the flow of information between multiple people and systems
- Proactively track deliverable status, escalating late/delayed project status as required

### **JOB REQUIREMENTS**

- Associates or bachelor's degree in project management, business administration, engineering, construction management, or related studies is preferred.
- Two to five years' experience in a similar project coordinator or administrative support role is preferred.
- Proficiency in Microsoft Office with the ability to manipulate and edit data and create reports.
- Proficiency in cloud ERP Software, Acumatica preferred.
- Knowledgeable of construction plans, specifications and estimate preparation, review processing and compliance requirements for construction projects.
- Knowledgeable of construction materials, methods, and procedures.

To view the full job description, please go to <https://ex2technology.com/project-coordinator-chicagoomaharemot>

Vivacity Infrastructure Group designs, develops and deploys comprehensive fiber optic, wireless and related network infrastructure using a variety of unique partnerships and business models

designed to meet the strategic needs and economic goals of all project stakeholders. Vivacity has three operating divisions – eX<sup>2</sup> Technology, Terra Consulting Group and Vivacity Networks. Together, we are Transforming America's Infrastructure – One Partnership at a Time™. Come join us! [www.vivacitygroup.com](http://www.vivacitygroup.com)

eX<sup>2</sup> is a single source solution for those seeking to build, scale or future proof their communications infrastructure. eX<sup>2</sup> specializes in fiber design-build-maintain services and network asset commercialization to maximize customer revenue potential and accelerate broadband expansion throughout the nation.

We are comprised of technologists, business experts, engineers, construction professionals, project managers and marketing experts with a broad and diverse range of disciplines and specialties. We deliver a wide range of project services that are uniquely tailored to our clients' telecom needs.

Vivacity Infrastructure Group is a proud Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.