



Open Position: Project Coordinator

Qualifications:

- Degree in Engineering, Construction Management, Project Management OR similar experience in the custom glass and metal industry.
- Capable of reading and performing material take offs from architectural approval drawings.
- Capable of reading and performing material take offs from fabrication drawings.
- Capable of reading and performing materials take offs from a bill of materials.
- Capable of creating and maintaining Microsoft Excel spread sheets.
- Experience with laminated and insulated glass units is a plus.
- Experience with ornamental and architectural metals is a plus.
- Punctual.
- Analytical.
- Possess the drive to be a part of a growing company and accept responsibility for commitments.

Responsibilities:

- Work with project management to compile technical data submittals.
- Help organize and file project paperwork.
- Retrieve and compile LEED data.
- Retrieve and compile material certifications.
- Work with PM's to create and update job cost reports.
- Perform material take offs.
- Perform material inventory.
- Creating purchase orders.
- Following up on purchase orders and invoices.
- Maintaining purchasing and receiving logs in Microsoft Excel.
- Work with in house project managers and outside vendors to procure materials per spec.
- Work with shop and project management to inspect materials and components received to ensure they meet the specifications outlined on purchase order documents.

About Sentech:

Sentech Architectural Systems is a specialty structural glass firm serving the needs of progressive architecture and building construction professionals. With a core focus on modern glass engineering and façade design, Sentech offers consulting services and pre-engineered systems for custom structural glass applications, partnering with firms that install our products at only the highest quality standard. The Sentech team of professionals stays on the cutting edge of the technology, pushing the limits of what can be done with glass both aesthetically and structurally.



The team routinely develops custom solutions and new technologies in the fields of structural glass, tension structures, clear span structures, bullet-resistant glass applications and blast resistant facades. Sentech is a rapidly growing company with a mix of experienced critical thinkers, engineers and young professionals eager to engage growth and solidify our position in the structural glass world. We offer competitive salary, benefits and vacation packages. We seek people who are passionate about glass, excited about the future of structural engineering, who want to shape the urban landscape as we know it. At Sentech, we believe no problem is too complex to be solved and we seek highly talented individuals who embody that philosophy. Sentech Architectural Systems LLC is an Equal Opportunity Employer (M/F/D/V) with a strong commitment to environmental awareness and a drug-free workplace. Follow us on Instagram: Sentech_architectural

Specialties

Point-Supported Glass Systems, Glass Facades, Storefronts, Canopies, Guardrails, Floors, Blast-Resistant Structural Glass Applications, Structural Glass