



## **JOB TITLE**

**PROJECT COORDINATOR**

## **WORK LOCATIONS**

Central Florida  
Southern California

## **POSITION INFORMATION**

Full-time salaried position; rate dependent upon education and experience.

## **SCHEDULE**

Schedule will vary by project.

In this position you may be required to work evenings and weekends as needed.

This position requires you to be available on-call as necessary.

## **GENERAL JOB DESCRIPTION**

Coordinator / support level position responsible for assisting the project management team with projects from initiation (blue sky) through close out. Coordinator works with the Project Manager to manage and document all aspects of the project, including: budget, schedule, design coordination, procurement, execution, and delivery while interfacing with project team members, external engineering, and technical consultants. Reports to Project Manager / Senior Project Manager and Director/ Executives as required.

## **RESPONSIBILITIES**

- Will be involved in multiple projects at one time, both within the same property and across different properties
- Works with Project Manager to set up project controls, including project reporting templates, budget, and schedule.
- Drafts all meeting minutes.
- Coordinates and sets up reoccurring project meetings with multiple vendors and varying time zones
- Assists Project Manager to bid out projects once design is approved
- Assists Project Manager to prepare and present monthly project status reports to Senior Management and Ownership
- Must be agile and have an open mind, with experience in problem solving and conflict resolution
- Familiar with vendor solicitation, contract negotiations, and bid/award scenarios
- Establishes project photo documentation process alongside with General Contractor
- Adherence to AOA policies and procedures

## **QUALIFICATIONS**

- Minimum 1-2 years of experience in project management and / or concurrent field related themed entertainment or hospitality experience.
- Four-year degree in Construction Management, Interior Design, Architecture or related technical / business field.
- Proficient in Microsoft Office Suite, including Microsoft Project, document management systems, Blue Beam, and/or Acrobat Professional.
- Experience using software such as (P-6, MS Project, Excel, Word, CADD)
- Experience in the contract administration process including: Request for Proposal (RFP) drafting, contract drafting, negotiations, generating scopes of work, solicitation, and buyout of specialty vendors and subcontractors.
- Experience with and understanding of scheduling, estimating, budgeting, and quality controls.
- Experience in themed entertainment or hotel development projects.
- Experience managing construction documentation process including (submittals, submittal schedules, RFIs, punch lists)
- Ability to understand the needs of the client and to manage relationships between the owner, designers, and operator.
- Ability to comfortably and effectively communicate, both verbally in presentation and conversation, and written in correspondence to project team, vendors, consultants, and AOA partners.
- Ability to adapt to change, establish relationships, and work in a team environment
- Willingness to travel.

## **REPORTING RELATIONSHIPS**



Senior Project Manager/ Project Manager, AOA Executives

#### **PROVIDED TOOLS**

This position is provided with a laptop, cell phone allowance and workspace. Any driving done for business purposes will be reimbursed at the current IRS rate.

#### **APPLICATION INSTRUCTIONS**

Submit a copy of current resume via e-mail (PDF only): [careers@aoabuilds.com](mailto:careers@aoabuilds.com). And please ensure that email subject line includes the name of the position you are applying for: **Project Coordinator**. Provide a minimum of (2) work references in any field, (1) educator reference, and list of completed or upcoming relevant coursework.

#### **AOA COMPANY INFORMATION**

##### Why you should work for AOA

At AOA we take our work seriously, which is why we really like to have fun with our team members and live up to being one of the Best Places to Work in Orlando. We are committed to monthly Team Celebrations (such as happy hours, lunches, cookouts), admission to special industry sponsored events, an AOA Holiday Party in December, AOA Kids Camp at the office, team entries fees for local race events, reimbursement for athletic wear and classes, and AOA swag for our employees. We also offer commuter benefits, paid time off (vacation, sick leave, bereavement, and jury duty), health care and long-term disability benefits, 401K retirement benefits, paid maternity leave, cell phone allowance, and a continuing education reimbursement.

##### AOA Vision

*To dream, create, and build global experiences of a lifetime.*

##### AOA Mission

To create and build innovative and transformative experiences that astonish and exceed expectations.

At AOA, it is our expectation that all employees embrace and uphold our Company Values:

Communication – Be open, authentic, approachable, timely, and purposeful in everything that we do.

- Respect - Respect should be given across the board.
- Transparency - Transparency is key in the development of trust between parties and is essential in communicating with honesty.
- Professionalism - Professionalism truly lies in the individual's sense of responsibility to client, team, and projects.

Quality– Deliver every project knowing we did our best.

- Innovation – Continuously think outside the box and never be complacent.
- Exceed Expectations – Go beyond what our client needs.
- Repeat Business – Ensure our clients know they can trust us every step of the way to go above and beyond.

Leadership - Empower everyone to do the right things, not just do things right.

- Integrity – Have courage and confidence to do the right thing and inspire others to do the same.
- Problem Solvers – Don't be intimidated by challenges. Be creative, effective, and efficient to get the job done.
- Financially Responsible – Manage money in a way that is productive and in the best interest of the client and company.

Teamwork - Work collaboratively to create an environment where trust, honesty, and integrity is most important.

- AOA Family & Community – Be a good human and take care of one another.
- Diversity – Promote diversity of thought, people, and culture.
- Inclusion – Make everyone feel that they are valued and respected.

Balance - Be present at work and at life.



- Quality of Life - Happiness matters.
- Embrace the moment. - Give life your all and find the fun.
- Wellness - Devote time to physical and mental well-being.