

Scheduling Coordinator (Contract position), Bronx, NY

Skyline Windows is seeking a Scheduling Coordinator to work in our Bronx, NY office. Skyline Windows has been contracted to replace the existing windows at an occupied commercial building in lower Manhattan. The Scheduling Coordinator will report to the Skyline project manager and interface with the building management, tenants, and filed supervision to develop, distribute, and maintain the installation schedule as the project progresses.

Core Responsibilities:

- Develop a working understanding of the installation process and the procedure as well as some important contractual obligations.
- He or she will work with sales/engineering/field staff to produce a project schedule and related materials including handouts and leave-behinds for the tenants.
- Assemble and maintain a list of contracts at each building tenant who they will use as their point of contact
- Facilitate face to face meetings with the appropriate parties at tenant and the project manager to distribute the relevant materials.
- Conduct a walkthrough of each space, and answer any questions they may have prior to the start of work in the building.
- Track progress, update the schedule, and issue two-week lookaheads to the Skyline team as well as building Management and the Architect.
- Issue reminders and updates to individual tenants in the weeks/days leading to their scheduled installation.
- Responsible for maintaining communications with the tenant as to schedule progress, any changes that are made, and updates to the project schedule as the work progresses.
- Attend project meetings, maintain meeting minutes.

This position will be based out of our Bronx headquarters but will spend most of their time at the building as required to interface directly with tenants.

Skills/Competencies:

- Ability to think strategically and to lead
- Strong client-facing and communication skills
- Advanced troubleshooting and multi-tasking skills
- Customer service orientation with an in-depth understanding of customer service principles and practices
- Project management skills; excellent knowledge of management methods and techniques
- Knowledge of client services software, databases and tools

- Proficiency in MS Office applications

Experience & Education:

- Bachelor's degree.
- 2-3 years of proven work experience as a Coordinator, construction related projects is a plus

Skyline Windows is one of the premier custom window manufacturers in the U.S, employing over 350 people. Skyline Windows specializes in the design, manufacturing and installation of architectural grade aluminum windows and doors.

Skyline is a fourth generation, family run business that is unique in that we are both manufacturers and installers of our own products. All of our work, from engineering and drafting to manufacturing and installation, is done by full-time Skyline employees. This provides our Clients with true single source responsibility and makes Skyline the safe choice to assure their project is installed properly and on time. We operate mostly in New York City and supply proprietary products to large-scale residential and commercial buildings, including new construction and historic restorations.

Skyline Windows is an equal opportunity employer.