



American Direct Job Description

Position Title: Project Services Specialist

Department: Procurement Department

Position Location: Lenexa, KS

Reports to: Director of Corporate Services

JOB DESCRIPTION

Job Profile

- The Project Services Specialist fulfills the core responsibilities noted below and serves as a resource for project information to our clients, internal resources, and project associated vendors.

Core Responsibilities

- Setup release schedules and place holders for each project tied to assigned Project Managers
- Release all materials for assigned Project Managers (PM's) to ensure project schedules are met. Release is performed through ClientLINK for assigned PM's
- Weekly review of material lines not on order for assigned PM's (30, 60 and 90 day projection)
- Review releases (after material is pulled to purchase orders) to ensure all material has been pulled to the designated PO
- Monitor vendor quote(s) to ensure they do not expire prior to ordering material and all material is included on the quote(s)
- Assist with Schedule of Values (SOV's) as requested by client
- Maintain a weekly follow up schedule for submittals to ensure approvals are received to meet project specific schedule
- Work with Project Services Specialist (PSS) to ensure material is on order and shipping to meet due date based on backlog for assigned PM's
- Assist with procuring punch list material
- Work directly with in-house resources and third party vendors and maintain a professional and courteous attitude

- Be extremely detail-oriented and self-directed
- Be diligent at follow-up and taking good notes

Required Skills

- A minimum of two years of related experience
- Candidate must be a very organized individual with excellent attention to detail
- Candidate will be a proven problem solver and client service representative
- Will respond and react to changing priorities that made on projects without losing focus on other assigned projects

Preferred Skills

- Construction industry experience, preferably with emphasis in Doors, Frames and Hardware
- Paperwork flow
- ERP / cERP systems experience
- AA Degree preferred

Instructions: This checklist is attached to each job description. It assists in understanding the job demands placed on an individual when doing their assigned work and can be used to determine reasonable accommodation when requested.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Schedule:

- 10 hour shift
- 8 hour shift

Education:

- Associate (Preferred)

Experience:

- Construction: 2 years (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: One location