

PROJECT COORDINATOR

Commercial Glass Company is looking for an individual to provide support to project managers & estimators. We are looking for a well-organized self-starter with great attention to detail, a take-charge attitude, resourcefulness, excellent communication & writing skills for a deadline driven position. Proficiency in Microsoft Word, Excel, Adobe and data processing is required. Multi-tasking and being able to read specs is a must as well! Email resume including salary history to officejobs@e-customglass.com.