



# HARRISON GREEN

LANDSCAPE DESIGN | CONSTRUCTION | MAINTENANCE

May 14th, 2021

## INSTALLATION COORDINATOR

### OVERVIEW

HARRISON GREEN, is a full-service design, installation and maintenance firm based in New York City. We are a small company that thinks big. From our Bushwick, Brooklyn Studio, Warehouse and Nursery, we work on exciting residential and hospitality projects of all scales throughout the United States and beyond.

### THE POSITION

We are currently seeking a motivated and highly organized professional to join our team as the firm's Installation Coordinator (IC). This role is critical in the management and scheduling of our Installation projects from the Design phase into the Maintenance phase. The IC will work closely with HG's Installation Manager to plan and organize project timelines with internal and external project team members. Along with the Director of Design, the IC will be the point of contact for all subconsultants and vendors working on HG projects.

### RESPONSIBILITIES

- Work with the Design Principal, Director of Design, Design Team and external consultants to frequently update project schedules;
- Work with Director of Design on coordinating deliverables from subconsultants;
- Ensuring project milestones/goals are met and approved budgets are adhered to;
- Schedule all critical subconsultant and vendor appointments on project sites;
- Schedule material and furniture deliveries for all projects;
- Manage Small-Scale Installation projects for HG's Maintenance Department
- Complete work details request form for Warehouse Manager to prepare HG vehicles for on-site deliveries;
- Plan and coordinate Installation Crew schedules in advance with HG's Installation Manager, Maintenance Manager and Operations Principal;
- Approve weekly Installation crew timesheets
- Work with Director of Operations to ensure all subconsultants have executed project contracts and active COIs on file;
- Assist Operations Principal on plant and material procurement
- Maintenance inventory management and procurement (soil, mulch, filter fabric, drainage chips, PPE, Site Protection, Hardware, hand tools)

### SKILLS

The ideal candidate is a landscape or construction administration professional who thrives in a fast-paced and creative environment while also possessing the skills and qualities listed below:

- Minimum 7 years of professional experience in the AEC industry, preferably in NYC;
- Excellent internal and external communication skills;
- Passionate about the exterior environment and construction;
- Horticultural and construction knowledge essential;
- Proven ability to lead a team, and understands the importance of leading by example;
- Strong time management, critical thinking and organizational skills;
- Ability to respect, maintain confidentiality and present themselves in a professional manner;
- Valid NY state driver's license a plus;
- Self-motivated, dependable, hard-working, honest (& fun!)

### APPLICATION PROCESS

- Please email a resume with a cover letter and tell us about yourself
- [studio@harrisongreen.com](mailto:studio@harrisongreen.com)
- No calls please