



ROYAL MECHANICAL SERVICES, INC.
19175 METCALF AVENUE
STILWELL, KS 66085
(913) 897-3436

DATE: August 2025

JOB TITLE: Retail Technology Project Coordinator

FLSA CLASS: Non-Exempt (Hourly)

1.0 JOB DESCRIPTION SUMMARY

The Project Coordinator is responsible for supporting the Project Management Team in all aspects of the project life cycle utilizing Royal's processes and systems. This position utilizes sound administrative skills to ensure timely and accurate project estimating, planning/setup, scheduling, reporting, and closeout. The Project Coordinator will also work closely with vendors during the onboarding process to ensure proper compliance. In addition, this position will interface with the accounting team to manage vendor payables and lien waivers, while assisting with client billing.

2.0 REPORTING RELATIONSHIPS

This position reports directly to the Program Manager or Director of Construction.

3.0 SKILLS & EXPERIENCE

EDUCATION/EXPERIENCE:

- High school diploma or equivalent required; college degree preferred.
- Previous program or construction project coordination experience.
- Knowledge of the U.S. retail industry is helpful.
- Experience working in construction industry software, specifically Procore, is preferred.
- Experience in technology, construction or facilities industries is preferred.

SKILLS, KNOWLEDGE, ABILITIES:

- Strong project coordination and organizational skills with a keen eye for detail.
- Critical thinking and analytical skills.
- Knowledge of construction trades, vendors and estimating processes.
- Vendor management and compliance.
- Proficient in Microsoft Office Suite with demonstrated ability to work in Excel & Project.
- Effective communication and interpersonal skills in a team environment.

4.0 WORKING CONDITIONS

This is a non-exempt/hourly position located in our Stilwell, Kansas headquarters. This position may require more than a standard 40-hour work week & may require availability 24/7 to effectively manage corporate objectives. The position may work remotely on occasion with the approval of management. Working conditions are normal for an office and project site environment.

PHYSICAL: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus. Must not be color blind. Must be able to drive a passenger vehicle as well as fly on commercial airlines.

5.0 DUTIES AND TASKS

Work effectively & decisively in a fast-paced environment. Work well under pressure, particularly when faced with unexpected occurrences or delays. Coordinate several projects at once while analyzing and resolving specific problems. Establish & maintain good working relationships with various supervisory levels within ROYAL and externally as directed. Stay current on the technical fields and trade-trends related to the various technologies in which ROYAL has products or services. Specific duties include, but are not limited to:

- Assist in developing bids and estimates for assigned construction remodeling projects.
- Project setup in ROYAL's project management software.
- Manage material orders and other critical path items to ensure schedule adherence.
- Create subcontracts, purchase orders/work orders.
- Develop and maintain project documentation throughout the project life cycle.
- Review daily logs and pictures for quality assurance and safety adherence.
- Assist in vendor selection.
- Manage vendor onboarding and setup, compliance, and timely payment.
- Create Pro Forma for client billings.
- Work closely with assigned Project Managers and Estimators on pre-construction activities, construction schedules, reporting, and project closeout.

In addition to the above, other duties, tasks, and responsibilities that are traditionally associated with this position may be assigned by upper management.

6.0 MEASURES OF PERFORMANCE*

**Measures of performance are subject to change at any time and will be communicated with team members in a timely fashion.*

- Accurately complete project set-up including budgets in the applicable accounting and project management platforms in a timely manner.
- Document all assigned projects in the appropriate ROYAL software.

- Ensure 100% completion of all material orders for assigned projects and ensure on-time delivery.
- Manage subcontractor / supplier deliverables to meet project expectations / objectives; document 100% of same in the appropriate ROYAL and client software platforms.
- Upload 100% of vendor payables accurately, and complete timely and accurate project billing to meet ROYAL and client expectations.

The above measures of performance are subject to change at any time and will be communicated with team members in a timely fashion.

Additionally, all staff work in the spirit of OPTIC, ROYAL's five (5) Key Pillars philosophy:

- Ownership – Accountability To Each Other.
- Professionalism – Impeccable Integrity.
- Tenacity – Delivering Excellence.
- Innovation – Driving Value.
- Collaboration – Open Communication.