



Updated May 21, 2026

## Project Coordinator

### Position Summary

The Project Coordinator is responsible for providing support in the planning, execution, monitoring and controlling of projects. This position will be based out of our office in Woodbridge, New Jersey.

### Essential Job Functions

- Oversees and handling all phases of a project diligently helping to finish the project on schedule, managing any obstacles that may arise
- Works collaboratively with the project manager and team to maximize productivity
- Collaborates with the whole project team; contributes to the entire project lifecycle
- Organizes and monitors schedules and see that deadlines are met
- Ensures that materials are ordered on time and delivered to the job site on schedule
- Coordinates efforts within the team and with outside consultants efficiently
- Reports updates verbally and in written form to project manager
- Monitors budget and help ensure resources are used efficiently
- Files all necessary permits
- Completes any necessary administrative tasks, such as research and email
- Demonstrates commitment to clients' needs and confidentiality continuously assisting the project managers in assigning tasks to all the people taking part in the project
- Updates project logs with the progress of finished assignments
- Sources and delivers supplies and training materials for the project
- Accesses databases; gathers data; organizes and manages files
- Implement change orders and manage scope changes effectively with all members involved
- Performs other related duties as assigned by management

### Qualifications

- **Must reside in New Jersey. No relocation will be offered for this role.**
- Associate's degree (AA) or equivalent from a two-year college or technical school, or six months to one year of related experience and/or training, or equivalent combination of education and experience
- 3 years' + experience working in the energy industry and/or utilities
- Full understanding and knowledge of construction process and workflows
- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem-solving
- Ability to proactively address potential issues
- Reliable, trustworthy, and committed to the team's success
- Exceptional organizational skills and ability to prioritize tasks
- Able to thrive in a high-volume, deadline-driven work environment

### Knowledge, Skills and Abilities

- Experience with construction projects; NYC is a bonus

- Awareness of market trends, lighting, construction, and contracting best practices.
- Full knowledge of all MS Office, with advanced Excel background
- Procore or Project Management software experience
- Ability to review requirements, costs, and existing tools, and make recommendations to executive team and then drive solutions.

### Physical Demands of the Job

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

- While performing the duties of this job, the employee is occasionally required to stand; sit, walk, climb, balance, stoop, kneel, crouch or crawl; use hands to finger, grasp, or feel objects; reach with hands and arms; push or pull; talk and hear; use repetitive motions.
- The employee is frequently required to lift and/or move up to 20 pounds and occasionally lift and/or move up to 25 pounds.
- The employee must have visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading and visual inspections of site plans.

### Work Environment

While performing the duties of this job, the employee is subject to the following work environment:

- The employee is subject to both inside and outside environmental conditions.
- The employee is subject to hazards such as proximity to moving mechanical parts, moving vehicles, and electrical current.

### Equal Employment Opportunity (EEO)

TSE is an equal-opportunity employer committed to diversity and inclusion in the workplace. TSE prohibits discrimination and harassment of any kind based on age, race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, age, marital status, gender, gender identity or expression, veteran status, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. TSE makes hiring decisions based solely on qualifications, merit, and business needs at the time. Please read through our EEO Policy for more information. TSE is committed to working with and providing reasonable accommodation to applicants with physical and mental disabilities. TSE is a drug-free workplace.

### Screening

TSE makes offers of employment contingent upon (1) successful completion of a routine background investigation and reference check, (2) drug testing, and (3) Act 34 Child Abuse clearance.

### Benefits

- Medical, vision, dental insurance and more.
- 401(k) and company match.

- Company-provided life insurance.
- Health Savings Account (HSA).
- Education reimbursement program with management approval.
- Annual paid time off.
- Observance of 8 Federal Holidays.
- Opportunities for advancement and development.

**If interested in applying for this position, please send your resume to [HR@TriSEnergy.com](mailto:HR@TriSEnergy.com).**