

# **In-house Building Project Coordinator (Lititz, PA)**

## **Company Overview:**

Northeast Agri System, Inc. designs, builds, and services poultry and hog houses in Pennsylvania and the surrounding area, including the Delmarva Peninsula and New England.

## **Position Overview:**

We are hiring an in-house building project coordinator for our Lititz, PA store to order and coordinate delivery of building product to jobsites.

## **Job Duties:**

- Support Building Bid-to-Order department
- Data entry of orders to pull from our warehouses
- Purchase & coordinate delivery of product to jobsites
- Use Excel, and Outlook for tracking and communication purposes

## **Job Requirements:**

- Organized
- Detail oriented
- Excellent communication skills
- Speed & Accuracy entering data, via keyboard, into a variety of office programs: (i.e. Microsoft Office, Word, Excel, and accounting/job costing software -- along with various other auxiliary programs -- Outlook, Windows)
- Ability to navigate the internet.
- Familiarity with office equipment, printing, emailing, scanning, faxing.
- Purchasing experience preferred.
- Building product familiarity a plus.

## **Benefits:**

- Competitive Compensation
- 401(k) with employer matching
- Medical/Dental/Vision/Prescription Insurance
- Life and Disability Insurance

If you meet the criteria outlined above, we encourage you to apply.

Please email resume to: [applicant@neagri.com](mailto:applicant@neagri.com)