



## **Available Job Opportunity: Project Coordinator**

Full-time role in Allen, TX, with minimal travel.

CapturePoint currently operates 270 miles of CO<sub>2</sub> pipelines and expects to significantly expand our Carbon Capture and Sequestration (CCS) pipeline network in the next few years. We are seeking a motivated and detail-oriented Project Coordinator to support the project management team with new CCS pipeline and facility development projects. The ideal candidate will have 5+ years of experience assisting project management and supporting construction projects and facilities development. This role will report directly to the Director of Project Development and must be both a self-starter and a team communicator, capable of assisting in large-scale, complex and fast-moving projects.

### **Duties and Responsibilities:**

- Assist in the planning, procurement and execution of projects from front end engineering to construction and execution
- Coordinate and maintain project schedules in support of the development team to ensure smooth workflow
- Monitor project progress and identify any potential risks or issues that may affect timelines or deliverables
- Communicate effectively with internal and external team members as well as subcontractors to provide updates on project status
- Assist with project controls and procurement as needed by the project management team
- Support the project management team in developing strategies for successful project delivery
- Assist and manage document controls from third party contractors
- Assist project team in cost tracking and forecasting

### **Specialized Knowledge Requirements:**

- Experience in Microsoft Project or similar for schedule development
- Skilled in Microsoft Office Suite, including Outlook, Excel, Word, SharePoint, PowerPoint and Teams
- Familiarity with expediting materials and procurement activities
- Experience in project coordination within the oil and gas industry is a plus

**Skills and Abilities:**

- Creative thinking with strong troubleshooting skills
- Must be flexible and able to work effectively in a dynamic work environment
- Must possess well-developed interpersonal skills to manage, lead, and direct internal and third-party personnel
- Strong organizational skills with the ability to manage multiple projects simultaneously
- Excellent communication skills to effectively collaborate with diverse teams
- A proactive approach to problem-solving and a keen eye for detail

**Qualifications:**

- Experience in project or construction management or a related field is preferred
- Minimum of 5 years of relevant job experience
- Assisted in executing major capital projects
- Ability to travel as needed (expected to be minimal)
- Valid documentation to work in the United States required (proof of US citizenship, permanent residency, or a relevant, valid, unexpired work visa or permit from an authorized US government agency)

**Benefits:**

- Competitive salary, bonus, and 401 (k) match
- Comprehensive health package (medical, dental, and vision)
- Traditional (40 hours/week onsite), Work from Home Friday, or 9/80 work schedules are available

**Apply** by sending your resume to [jobs@capturepointllc.com](mailto:jobs@capturepointllc.com). Indicate that you wish to be considered for the Project Coordinator position. We will contact you if you qualify for an interview. No phone inquiries please.