

SPECIFICATIONS COORDINATOR JOB DESCRIPTION

 (469) 864-6546

 info@jordanconsultants.com

 200 Carlin Rd., Suite 120
Mansfield, Texas 76063

SPECIFICATIONS COORDINATOR

Location: Dallas-Fort Worth, Texas

Schedule: Hybrid | In-office, Monday– Thursday | Work from Home Friday

Salary: \$60,000 – \$65,000 annually

As a Specifications Coordinator, you will support the preparation, coordination, and delivery of construction specification documents and Project Manuals by providing document management, quality control, and administrative support to the Jordan Consultants technical team.

The Specifications Coordinator plays an important role in the successful delivery of construction documents by ensuring Project Manuals are accurate, organized, coordinated, and professionally prepared for project issuance.

Working under the direction of Specification Writers, this position supports projects throughout all phases of design by coordinating documentation, maintaining project files, preparing specification documents, and assisting with quality control processes.

The Specifications Coordinator focuses on the organization, accuracy, and presentation of project documentation. This role does not involve preparing technical specification content, selecting products or materials, or making technical design decisions. Technical content and project-specific specification decisions remain the responsibility of the assigned Specification Writer.

The ideal candidate is detail-oriented, organized, dependable, and committed to supporting high-quality project delivery through strong document coordination and consistent application of company standards.

Success in this position is measured by organization, accuracy, attention to detail, professionalism, communication, and the ability to effectively manage multiple projects while following established procedures and quality standards.

WHAT YOU'LL DO

As a Specifications Coordinator, you will support the preparation and delivery of construction documents by coordinating project files, assembling Project Manuals, and ensuring specifications are accurate, organized, and professionally prepared.

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ADMINISTRATIVE PROJECT SUPPORT

- Support multiple Specification Writers across concurrent projects.
- Coordinate project schedules, deliverables, and deadlines.
- Maintain project documentation, records, and administrative files.
- Prepare transmittals, correspondence, and project communications.
- Track project status and assist with internal project coordination.
- Coordinate receipt of consultant specifications and supporting documentation.

DOCUMENT PREPARATION

- Format specification sections using company templates, standards, and procedures.
- Apply revisions, markups, and updates as directed by assigned Specification Writers.
- Verify section numbering, titles, headers, footers, formatting, issue information, and overall document consistency.
- Prepare specification documents for internal review and project issuance.
- Assist with maintaining consistent document presentation across projects.

PROJECT MANUAL ASSEMBLY

- Assemble complete Project Manuals for assigned projects and project phases.
- Prepare and maintain Tables of Contents.
- Organize consultant specifications and supporting documentation.
- Create bookmarked PDF Project Manuals.
- Verify document completeness, organization, and readiness before issuance.
- Package project documents according to established company procedures.

QUALITY CONTROL

- Perform document quality reviews using company procedures and checklists.
- Verify formatting consistency, document organization, and completeness.
- Review project files for missing sections, duplicate documents, inconsistencies, and coordination issues.
- Communicate discrepancies or questions to the assigned Specification Writer.
- Maintain document version control throughout the project lifecycle.

FILE AND DOCUMENT MANAGEMENT

- Organize and maintain electronic project files.
- Maintain project revision history and issued document records.

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- Archive completed project documents.
- Maintain specification templates and document libraries.
- Follow established file naming conventions and document management procedures.

POSITION RESPONSIBILITIES

The Specifications Coordinator is responsible for the administrative coordination, organization, and quality control of project specification documents and Project Manuals. This position supports the technical team by ensuring project documentation is accurate, complete, coordinated, and professionally prepared.

The Specifications Coordinator **does not** have responsibility for:

- Writing technical construction specifications.
- Selecting products, materials, or manufacturers.
- Editing technical specification requirements.
- Making technical design decisions.
- Independently resolving technical coordination issues.
- Providing technical direction to clients, consultants, or contractors.
- Approving final specification content.
- Technical decisions, specification requirements, and final technical review remain the responsibility of the assigned Specification Writer and firm leadership.

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills.
- Exceptional attention to detail and commitment to accuracy.
- Advanced proficiency in Microsoft Word and Microsoft Office.
- Proficiency with Adobe Acrobat Pro, Bluebeam Revu, and electronic document management software.
- Ability to manage multiple priorities while meeting deadlines.
- Ability to follow established procedures and maintain consistent quality.
- Ability to work independently while recognizing when guidance or clarification is needed.

PREFERRED QUALIFICATIONS

- Experience in an administrative, document production, project coordination, or professional office environment.
- Experience within the architecture, engineering, or construction industry.
- Experience preparing technical documents or contract documents.

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- Experience with BSD SpecLink Cloud or similar specification software.
- Experience with quality assurance, document control, or project management processes.

PROFESSIONAL DEVELOPMENT AND CREDENTIALS

Jordan Consultants is committed to developing knowledgeable construction document professionals through continued learning and professional growth.

Specifications Coordinators are expected to:

- Obtain the CSI Construction Documents Technologist (CDT) certification within one year of employment.
- Maintain the CDT credential while employed in this position.
- Pursue the LEED Green Associate (LEED GA) credential as part of ongoing professional development.
- Participate in company training, professional development opportunities, and continuing education programs.

CAREER DEVELOPMENT

The Specifications Coordinator position is a document coordination and quality control role focused on supporting the preparation and delivery of construction specifications and Project Manuals.

Employees are expected to develop strong knowledge of specification processes, document standards, and project coordination procedures while supporting Specification Consultants and project teams.

Additional responsibilities and growth opportunities are based on demonstrated performance, technical understanding, professional development, business needs, and the ability to consistently perform the responsibilities of the role at a high level.

Employees should:

- Consistently perform Specifications Coordinator responsibilities with accuracy and reliability.
- Demonstrate strong organization, communication, professionalism, and attention to detail.
- Obtain and maintain the CSI Construction Documents Technologist (CDT) credential.
- Pursue the LEED Green Associate (LEED GA) credential.
- Demonstrate initiative, curiosity, and the ability to take on increasing responsibility over time.

PERFORMANCE EXPECTATIONS

A successful Specifications Coordinator:

- Produces accurate, organized, and professionally prepared project documents.
- Consistently follows company procedures, standards, and quality control processes.

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- Meets project deadlines while maintaining accuracy and attention to detail.
- Communicates effectively with Specification Consultants and project team members.
- Identifies document inconsistencies and communicates questions or discrepancies promptly.
- Maintains organized project files and document control throughout the project lifecycle.
- Demonstrates professionalism, reliability, initiative, and a commitment to continuous growth.

WHY JORDAN CONSULTANTS?

Although we've been serving the AEC industry for more than 20 years, our culture still feels like a growing startup. We're a small, collaborative team where everyone is hands-on, ideas are welcomed, and every person has the opportunity to make a real impact.

In this role, you'll work directly with our Technical Team and collaborate with every department across the company. You'll have the autonomy to shape processes, contribute new ideas, and help define how this position grows alongside our business.

BENEFITS

We believe in investing in our team through competitive benefits, professional development, and work-life flexibility.

Benefits include:

- Hybrid work schedule
- 80% employer covered medical, dental, and vision insurance
- Flexible time off
- Paid family leave
- Community volunteer time
- Annual performance bonus opportunities
- Flexible Spending Account and Health Savings Account options
- Short term and long term disability coverage
- Paid training, continuing education, and professional certifications
- Retirement and pension planning support
- Additional benefits as our company continues to grow

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WHO YOU ARE

You'll thrive at Jordan Consultants if you:

- Are a self-starter who enjoys taking initiative.
- Love building systems and creating organization.
- Are exceptionally detail-oriented and highly organized.
- Enjoy wearing multiple hats in a collaborative environment.
- Are comfortable reaching out to clients, architectural firms, and industry partners.
- Take pride in improving processes and finding better ways to work.
- Want to help build something meaningful rather than simply maintain existing systems.