

JOB OPPORTUNITY 2026

Federal Business Centers, a privately held commercial real estate developer located in Raritan Center, Edison, New Jersey seeks a **PROPERTY MAINTENANCE PROJECT COORDINATOR to provide support for the **PROPERTY MAINTENANCE TEAM** and various departments throughout the Company as required.**

The Property Maintenance Project Coordinator serves as the primary administrative coordinator for medium to large projects and recurring Preventative Maintenance (PM) projects. This role will act as a vital link between PM Managers, Foremen, and vendors to ensure all activities align with the annual departmental projects calendar.

- Supports the development and ongoing updates of annual budgets and five-year plans.
- Estimates costs for budgeting purposes using historical data (unit cost library) as a basis.
- Continuously communicates with Foremen to ensure project lists stay current.
- Audits project line items and pricing against proposals to ensure mathematical accuracy and budget integrity.
- Assists PM Managers with the Request for Proposal (RFP) process, annual contract management, and rate sheet negotiations.
- Assists with bid templates, helps bid process, helps confirm unit quantity takeoffs, assures material & labor breakdowns, participates in scope review and clarifications, works with bidders to revise proposals, creates bid summaries and tabulation for management review.
- Supports the PM Managers with comprehensive project workflow management, recordkeeping, and filing.
- Maintains the department's "operational memory" to ensure consistency across multi-year cycles.
- Other duties as assigned, including cross-training for other coordinator roles in the PM department.

Compensation: Base Rate Range \$67,000-\$77,000 based on a 40-hour work week. Rate and total compensation package to be determined by several factors including the selected candidate's education, experience, knowledge, skills, and abilities, as well as alignment with market data.

Monday – Friday: 8:00 a.m. to 5:00 p.m. with a one-hour lunch. (Non-Exempt)

Full Company paid benefits include medical, prescription, dental, health fairs, 401K with Company match, life insurance, short- and long-term disability benefits, quarterly and annual bonus programs, tuition assistance, vacation, and sick days, and approximately twelve paid holidays.

The Company holds regular meetings for education, training, and celebrations, and we have a company bowling team and other such gatherings associated with team camaraderie. The Company also provides daily breakfast, lunch, beverages, and afternoon snacks.

Please email resumes to:

Dawn White, Executive Director of Human Resources and Nanci Cooney, Assistant Director of Human Resources. Email: dwhite@fbcnj.com and ncooney@fbcnj.com

Interview Process:

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| Step One: | Brief telephone interview with Human Resources. |
| Step Two: | Application, resume and transcript review, basic skills assessments, writing samples, initial interviews, and facility tour with Human Resources. |
| Step Three: | Interviews with team members and applicable department leaders. |
| Step Four: | Final interview(s) with the team leader. |
| Step Five: | Contingent offer of employment subject to positive results from background and reference checks by outside agencies, and a negative result on the drug screen at the post offer physical. |