

WORK VAPOR

Job Link: <https://workvapor.com/jobs/subcontractor-coordinator-remote-232660/>

HIRING ORGANIZATION

Dynamic Environmental Associates, Inc.

EMPLOYMENT TYPE

Contractor

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 10/27/2026

SUBCONTRACTOR COORDINATOR – REMOTE

BASE SALARY

USD 55000 - USD 65000

DESCRIPTION

Job Role: Subcontractor Coordinator

Company: Dynamic Environmental Associates, Inc.

Location: Remote

Work Mode: Work from Home

Salary: \$55,000–\$65,000 per year

Employment Type: Full-time

Experience: 2+ years preferred

Reports To: Operations Manager / Director of Operations

HR Contact Email: Employ@DynamicEnvironmental.com

About the Company

Dynamic Environmental Associates, Inc. provides environmental consulting services. Its teams work with subcontractors on different projects.

The company is hiring a Subcontractor Coordinator. This person will help manage vendors and project schedules. The goal is to keep work organized and within budget.

Job Overview

You will coordinate subcontractors and project teams. You will manage documents and schedules. You will also review proposals and invoices.

The ideal candidate is organized and communicates well. You should be comfortable handling several tasks at once.

Key Responsibilities

1. Subcontractor Selection and Onboarding

- Find qualified subcontractors for project work.
- Request proposals and compare prices.
- Check subcontractor availability.
- Collect W-9 forms and insurance certificates.
- Verify licenses and required certifications.
- Prepare subcontract agreements and purchase orders.
- Track document expiry dates.

2. Project Coordination

- Coordinate with project managers and field teams.
- Confirm work schedules and project requirements.
- Arrange subcontractor services and site access.
- Share updates about schedule changes.
- Track project progress and deliverables.
- Report delays and performance issues.
- Get approval for changes in project scope.

3. Safety and Documentation

- Check required safety documents and qualifications.
- Share site rules and client requirements.
- Maintain organized project records.
- Track agreements and approvals.
- Help resolve missing documents.
- Support internal reviews and audits.

4. Invoice and Cost Management

- Review subcontractor invoices.
- Compare charges with approved agreements and purchase orders.
- Help resolve billing issues.
- Track project costs and commitments.
- Support budget reporting.
- Identify ways to improve costs and processes.

Required Qualifications

- At least 2 years of relevant experience.
- Experience in subcontractor coordination or procurement is helpful.
- Strong organizational skills.
- Good written and verbal communication.
- Ability to manage multiple deadlines.
- Experience reviewing proposals and invoices.
- Knowledge of contract documents.
- Proficiency in Microsoft Office.
- Good skills in Excel, Word and Outlook.
- Ability to work independently and with teams.

Preferred Qualifications

- Experience in environmental consulting or construction.
- Experience in engineering or remediation projects.
- Associate's or bachelor's degree in a relevant field.
- Equivalent professional experience may also be accepted.
- Familiarity with drilling and environmental sampling.
- Knowledge of laboratory testing and waste disposal.
- Experience with vendor management software.
- Familiarity with accounting or project management systems.
- Knowledge of insurance and contractor safety requirements.

Work Environment

- This is primarily a remote office-based position.
- You will communicate regularly with project teams and subcontractors.
- Occasional travel to project sites or company offices may be required.
- Site visits may involve outdoor work conditions.
- Personal protective equipment may be required during site visits.

Salary and Benefits

- Annual salary of \$55,000–\$65,000.
- Health insurance.
- Dental insurance.
- Vision insurance.
- 401(k) retirement plan.
- Paid time off.
- Professional development opportunities.
- Flexible work arrangements.

How to Apply

Send your resume to the company's hiring team.

Application Email: Employ@DynamicEnvironmental.com

Mention your relevant coordination experience and Microsoft Office skills in your application.

Apply Online: [Apply Now – Subcontractor Coordinator](#)