



*Equipment, Systems, Consulting and Engineering
for Swimming Pools, Aquatic Facilities and Water FeaturesSM*

PROJECT COORDINATOR

Natare Pools is seeking a motivated and detail-oriented **Project Coordinator** to join our team full time in Indianapolis, IN.

Job Summary: In this role, you will play a key part in the management and coordination of construction projects, working closely with architects, engineers, contractors, owners, and facility operators around the world. Projects range from the design and construction of swimming pools to major renovations of aquatic facilities, utilizing our specialized systems and accessories.

Responsibilities

- Serve as the primary point of contact for projects of varying sizes.
- Coordinate and communicate with diverse stakeholders, including architects, engineers, contractors, and owners.
- Support all phases of design, construction, and renovation projects.
- Manage administrative tasks, customer service interactions, and project timelines.
- Learn and understand technical aspects of construction-related equipment and systems.

Qualifications

- Strong written and verbal communication skills.
- Attention to detail and the ability to interact with a wide range of clients.
- A caring, helpful personality with a willingness to learn.
- Experience in architectural, engineering, or construction environments is highly beneficial.
- Background in construction management, coordination, or administration is a plus but not required—we provide training!
- Familiarity with pools, aquatic recreation, water features, or construction is helpful but not mandatory.
- 1+ year in project, technical, or administrative management is preferred.

Additional Information

- Competitive hourly pay: \$22.00 - \$24.00 per hour
- Comprehensive benefits package
- Location: On-site at our Indianapolis, IN facility (northwest side). Candidates must reliably commute or plan to relocate before starting work.
- Flexible work arrangements (full-time position with the possibility of flex-time and remote schedules depending on experience).
- Opportunities for growth, including increased responsibility and career advancement.

Interested candidates can apply by sending their resume to natarehr@natare.com with the position as the subject line.

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