

Residential Construction - Project Coordinator (Los Angeles)

Residential construction company is seeking a Full-time PC. This is an exciting opportunity to be an integral part of our team! This multi-faceted role demands the ability to prioritize numerous tasks and deadlines in a fast-paced environment. The preferred candidate must be able to coordinate at 2-3 projects simultaneously along with day to day administrative support functions.

Essential Responsibilities:

Bid Administration

- Execute Bid procurement and administration
- Write subcontracts including scopes of work
- Organize and file appropriate paperwork

Project Documentation

- Prepare Requests for Information and Submittals
- Organizes files and change orders upon execution
- Maintain and track meeting minutes

Coordinates

- Creates and maintains project selection sheets and bid admin schedule
- Elicits two-week looks from CM's weekly
- Create and maintain material procurement schedules

Qualifications and Skills:

- Must be a fast learning with strong communication skills
- Must have experience of at least 2-years as project coordinator from GC
- Must be able to read and understand blueprints
- Strong computer knowledge in Microsoft project, word and excel
- Ability to comprehend, analyze, and interpret complex business documents.
- Ability to write reports, updates and presentations.
- Ability to take initiative and make decisions.
- Degree in construction management or equivalent work is preferred but not required

About Us:

Since 2009, we have brought together diverse skill sets and the expertise of proven professionals with a track record of excellence in their respective fields. With the resources, and more important, the drive, the company has seen extraordinary growth since our inception. Typical homes are modern hillside projects in and around Los Angeles

Top reasons to work with us: Great Total Compensation Packet!

- Medical, Vision, Dental Insurance
- Paid Time Off
- 6 Paid Holidays per year
- Team Member Discounts
- Company Vehicle + Cell Phone
- Weekly Wellness Activities

Please submit the following in PDF to constructionprofessionals818@gmail.com