

Title: Construction Coordinator

FLSA Status: Non-Exempt

Reports to: Manager of Construction

Position Summary

The Construction Coordinator is responsible for assisting the Construction Coordination team with office and field items.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement:

- Keeping up with all emails.
- Handling construction invoices.
- In person Construction site visits and accuracy checks.
- Processing construction and property management work orders.
- Scheduling specific work/ work order items as needed such as dumpsters and dispatch for cleaners.
- Scheduling trade specific construction work when needed.
- Responsible for most work order and administrative tasks.
- Answering and returning phone calls.

Competency Statements:

- Excellent organization and communication skills.
- Shows up to work on time, and follows instructions, policies, and procedures. Meets productivity standards, deadlines, and work schedules.
- Stays focused on tasks in spite of distractions and interruptions.
- Makes the best use of available time and resources
- Competently operates office equipment as required, such as computers, technology, copiers.
- Prioritizes tasks by importance and deadline. Discerns what is crucial from what is just urgent.

Supervisory Responsibility

This role has no supervisory responsibilities.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is a largely sedentary role with the physical abilities below may be required. Stand O
Reach above shoulder O Walk F Climb N Sit F Crawl N Reach Outward F Squat/Kneel/Bend

O

Lift/Carry Push/Pull

10 lbs or less O 10 lbs or less O 11-20 lbs N 11-20 lbs N 21-50 lbs N 21-50 lbs N 50+ lbs N
50+ lbs N

N (Not Applicable) Activity is no applicable to this occupation

O (Occasionally) Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day) F

(Frequently) Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day) C

(Constantly) Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

Position Type and Expected Hours of Work

This is a full-time position with varying working hour shifts between Monday through Friday, 8:00 a.m. to 4:00 p.m.

Education and Experience

Education: High School diploma or equivalent.

Experience: 1+ years of office experience. 1 year of construction experience.

Computer Skills: Basic skill level in Microsoft Office, Excel, Google Suite and Word.

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law

Signatures:

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of this position.

Employee _____ Date _____

Company Representative _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have

been included. It is intended to provide guidelines for job expectations and the employees ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.