



Introduction

Schmidke Construction and Contracting is a luxury custom home builder specializing in new builds and remodels in Southwest Michigan. For over 20 years, the organization has been known for its values-based practices and takes pride in its attention to detail. Learn more at SchmidkeConstruction.com.

Job Description

| Office Coordinator | | | |
|---------------------------|-----------|-------------------|----------------|
| Hourly | Job Type | Benefits Eligible | Bonus Eligible |
| \$17-24 | Full-Time | Yes | Yes |

We offer a motivated, qualified candidate the opportunity to have a long-term career with advancement opportunities.

The ideal Office Coordinator candidate is trustworthy, responsible, a self-starter, computer savvy, detailed and incredibly organized.

This role will support the office with administrative tasks and functions but also be responsible to assist the Project Managers in moving projects along smoothly.

Specific Responsibilities

- Collaborate with Project Managers on project ordering and schedule
- Facilitate and help track invoices, waivers, accounts payable and receivable with Accounting department
- Assemble and update client project binders
- Establish and track client finish schedule and deliveries
- Prepare change orders per Project Managers
- Manage deliveries against client finish schedule
- Order office supplies
- File regular paperwork and important documentation
- Update BuilderTrend daily, with purchase orders, change orders, project photos, employee timeclock changes, etc.
- Prepare financials for tax Accountant and Builder 20 meetings
- Assist clients and design teams by securing approvals on outstanding selections by timeline needed
- Maintain general office upkeep and appearance including light cleaning



- Organize and create effective systems as processes evolve
- Answer phone with knowledgeable responses and questions for new inquires
- Process mail
- Schedule project meetings with Project Managers

Qualifications and Requirements

- 2 years of office management or similar role
- Great verbal and written communication
- Accounts payable and receivable knowledge
- Customer service focused
- Consistent work ethic and positive attitude
- Punctual with reliable transportation
- Works well autonomously when needed and is self-motivated
- Ability to multi-task and handle a fast-paced environment
- Strong in Microsoft Office
- High School or GED

Bonus Skills

- Bachelor's Degree
- A degree of professional knowledge in:
 - The trades, construction industry, and/or the homebuilding process
 - BuilderTrend software
 - Quickbooks
 - Purchasing or inventory management

Flexible Benefits

- Employer-Matched Retirement Plan
- Health Benefits
- Holiday Pay
- Paid Time Off

To Apply

Send resume and 3 professional references to info@SchmidkeConstruction.com