



Introduction

Schmidke Construction and Contracting is a leader in custom home building and remodeling, committed to delivering exceptional craftsmanship and unparalleled customer service for over 20 years in Southwest Michigan and Northwest Indiana. Our skilled team of professionals creates unique homes that reflect each clients' vision and lifestyle.

Our new office location and partner hub will be the first of its kind in the Harbor Country area and opens in Summer 2024. Learn more at [SchmidkeConstruction.com](https://www.SchmidkeConstruction.com).

Job Description

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

We offer a motivated, qualified candidate the opportunity to have a long-term career with an industry leader in luxury homes.

This role will support the office with administrative tasks including bookkeeping but also be responsible for assisting 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
- Assemble and update client project binders
- Own the incoming lead process, qualify over the phone and add them to tracking
- 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
- Monthly reconciliation
- 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 and Google applications
- 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