MBA Home Building and Remodeling Show - Job Posting

Company Name: Korndoerfer Homes

Job Title: Permit/Production Coordinator

Pay range (optional):	
Start	ASAP
Company Website:	https://www.korndoerferhomes.com
Contact for job posting:	Mary von der Ehe 262-884-9550 careers@korndoerferhomes.com
Job description and information:	Leading Milwaukee area employee-owned home builder, Korndoerfer Homes, has an outstanding career opportunity available as a Permit/Production Coordinator. The Permit/Production Coordinator will assist in advancing, monitoring, and managing the pre-construction process for single-family residential homes. This position will also assist those in operations. Duties & Responsibilities: -Assist in managing, monitoring, and advancing the pre-construction process from contract signing up through the time of excavation - Interact with the sales, operations, and purchasing teams and others within the pre-construction team daily -Complete paperwork as needed to obtain gas and electric at homesites - Interact with government agencies, architectural control committees (ACC), and various contractors during the process of obtaining required permits and approvals -Update and log jobs in the Hyphen Build Pro scheduling system daily -Serve as an internal resource for jobsite superintendents and those in Operations - Interact with survey companies daily -Schedule contractors as required during the pre-construction process -Availability to drive off site to apply for/obtain building permits and other approvals -Document, file, and organize materials as needed Education & Qualifications: -Associate degree from vocational or technical college; greater is preferred -Proficient in scheduling software and general computer skills -Strong residential construction experience -Great communication skills -Takes pride and ownership in one's work -Valid driver's license is required Experience: -Preferred minimum of 2 years new single-family residential or commercial construction experience -Strong project and time management skills -A strong eye for detail with excellent documentation skills -Initiative, determination, and drive -Ability to manage numerous projects simultaneously Competitive salary commensurate with experience. Benefits package includes medical, dental, and vision insurance options, employer paid Life and Long-Term Disability, 401k, ESOP plan, holidays, and flexible Paid Time Off. To Be Considered for this Position: Send resume and references to: careers@korndoerferhomes.com