

Pre-construction Coordinator New Holland, PA

- **Consult** with customers as they make decisions that will bring their dream outdoor structures to life.
- **Become** the primary point of contact after customers give their deposit and transition the project into the planning stage
- **Develop** a complete understanding of the product options Homestead Structures offers
- **Assist** customers with deciding on details such as siding, roofing materials, paint colors, cabinetry, windows and doors, etc.
- **Communicate** with customers about products that are within budget and products that are upgrades that will enhance the completed project.
- **Provide** clarity on how choices impact total costs and thus protect company profitability.
- **Visit** job sites within a 2-hour radius as needed to meet with homeowners
- **Work** with Townships & Municipalities to get construction permits
- **Keep** detailed notes of each project in our CRM system & project management software
- **Transition** finalized projects to the manufacturing/project install teams
- **Join** a faith-based company that values its employees' ideas and listens to their input

Since 2003, Homestead Structures has built outdoor living structures with excellence and passion. Our projects include pool houses, pavilions, garages, outdoor kitchens and garden sheds. We use traditional building techniques and modern materials handcrafted by primarily Amish crews. As a family-owned business founded on biblical principles, we have cultivated an employee-focused environment by respecting everyone we encounter and upholding our core values: **personal accountability, integrity, quality, customer-oriented, and continuous improvement.**

We seek a Construction Project Coordinator who will be pivotal in consulting with customers through the planning and decision-making process. If you have experience in the construction industry, a passion for customer service and can read & interpret blueprints, please consider joining our team. Relevant experience may include working on a construction crew, sales, design, remodeling, etc.

Our Ideal Project Coordinator:

- **Experienced:** 3+ years of construction experience and the ability to read blueprints and construction drawings are required. Relevant experience may include - design, sales, remodeling, new home construction, project management, etc.
- **Computer Skills:** Proficient in MS Office and the ability to learn new software. Previous experience with CRM software would be helpful.
- **Organized:** Can track the details of the project and keep the process on schedule

- **Customer Service-minded:** Ready to serve our customers. Able to build rapport and answer questions so they become loyal fans of our business.
- **Consultative:** Able to guide customers through deciding on the details of the project, which may include roofing materials, siding, window & door selection, stain colors, paint colors, cabinetry styles, etc. Can help them understand what options are within budget and which options are upgrades that impact the final costs.
- **Active:** Ability to walk uneven terrain/construction sites.

What We Offer Our Project Coordinator:

- \$28-\$32/hour with paid overtime
- 45+ hour work week
- Health insurance stipend
- Paid vacation
- Paid holidays
- Profit sharing
- Continuous education and training provided
- Mileage reimbursement or use of company car
- A respectful company culture that encourages everyone to improve each day
- A faith-based work environment with a solid organizational structure and a strong vision
- A team that strives to serve each other and their customers

To Apply

- If you have previous construction experience and a desire to consult with customers, please submit your resume for our Project Coordinator position. Relevant experience may include construction, sales, customer service, remodeling, construction design, building materials sales, etc.