



CONSTRUCTION COORDINATOR

OVERVIEW

The Construction Coordinator provides, establishes and maintains all necessary documentation regarding construction projects. The Construction Coordinator will also be responsible for assisting in with daily business operations.

RESPONSIBILITIES

Essential job functions of the Construction Coordinator include:

- Assisting in creating, updating and maintaining change orders for projects
- Assistant in creating, updating and maintaining Exhibit A's, Exhibit B's, Contracts and Contract Addendum's for each subcontractor on a project
- Uploading, updating & maintaining project documents and plans within Procore
- Maintaining plans and other project documents organized once a project is complete for future reference
- Calling customer service lines, subcontractors, etc. to get more info/confirmations
- Maintaining up-to-date insurance on job sites. Tasks include enrolling, updating and organizing certificates; maintaining constant contact with 3rd Party Risk Management company and subcontractors.
- Assisting with organizing and filing insurance claims that may occur on project
- Maintaining Municipality General Contractor Licenses
- Assisting Principals with various ad hoc tasks
- Updating & Distributing weekly meeting minutes
- Updating status reports
- Editing documents
- Printing/Making copies
- Maintaining office & field supplies

REQUIREMENTS

The job requirements for the Construction Coordinator include:

- Previous multi-family or construction experience- Preferred
- Experience with permitting processes- Preferred
- Proficient in Microsoft Office (Outlook, Word, Excel)- Required
- Proficient in DocuSign and Procore- Preferred
- Notary Public in State of Colorado

- Strong customer service skills
- Self-motivated and able to work independently
- High attention to detail and ability to multi-task
- Excellent time management skills
- Strong follow up and organizational skills

Looking for an opportunity to build? We are not a typical General Contractor. K2 is seeking dynamic thinkers to continue to support our rapid growth. We are currently hiring multiple positions both in the field and at our corporate office.

Email your resume to: careers@k2residentialolutions.com