



## **FULL-TIME OFFICE BASED CONSTRUCTION PRODUCTION COORDINATOR**

A high-end and family-oriented construction company in Calabasas is searching for a **Full-time Office Based Construction Production Manager**.

The Construction Production Manager is responsible for assisting the general manager, project manager, and designer to complete each job on time, on budget and with a high level of quality. This position demands construction knowledge in the remodeling field, the ability to work closely with our design team, our subcontractors, and manage the production daily. This position also demands that the applicant is comfortable utilizing technology such as cloud-based applications (Buildertrend, Google Drive, Drop Box)

Pre-Requisites:

Minimum of three (3) years, full- time experience in managing residential remodeling projects

- Manage multiple jobs sites
  - Coordinate city inspections
  - Build and maintain job folders
  - Coordinate materials pickup and delivery
  - Coordinate reviews, and photographer
  - Maintain and manage Buildertrend (construction management software) for the schedule, files, change orders, job daily logs
- Manage multiple crews
  - Create sub-contractor contracts and manage subcontractor bids and approvals.
  - Coordinate gathering information and streamlining cohesiveness between architects, engineers, designers, and contractor
  - Reviews proposals / contracts for feasibility, cost and schedule issues
  - Ongoing evaluation of subcontractors
- Main point of contact with homeowners and city inspectors during construction
- Focus on customer service and keeping the customer satisfied

**Full-time Office Based Construction Production Manager should have the:**

- Ability to organize, plan and manage multiple activities to accomplish desired results.



## Pure Builders Inc.

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- Ability to multi-task and work independently
- Ability to effectively make sound decisions under tight deadlines.
- Ability to troubleshoot and work through construction issues for unknown aspects of a project and come up with creative solutions.
- Strong technical aptitude and analytic skills.
- Act in a manner of integrity that shows support for the company, its values, and the employees, while maintaining a constant focus on meeting/exceeding requirements and expectations.
- Bilingual Spanish/English speaking and writing preferred.