



Construction Selection Coordinator

Job description

Lake Martin Signature Construction is a Custom Homebuilder in Alexander City, AL. We are innovative, professional, engaging and our goal is to build both custom and spec homes in the Lake Martin area.

Our company is looking for a Construction Selection Coordinator to join our growing team. The successful candidate will be responsible for working with multiple clients simultaneously to gather all their home selection information and present it for the field project managers to build the homes. This position requires excellent organizational and communication skills, as well as the ability to work independently and manage multiple projects simultaneously.

Qualifications:

- Excellent communication skills.
- Organized, self-starter that can complete tasks without supervision.
- Ability to set and meet deadlines.
- An ideal candidate can flourish in a collaborative, fast-paced environment.
- Strong organizational skills with the ability to juggle and prioritize multiple projects.

Responsibilities:

- Analyze blueprints, specifications, proposals, and other construction documentation.
- Coordinate client meetings and review all selections.
- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate plans for home completion.
- Lead clients through the selections process while remaining on schedule, this includes providing design guidance, timelines for selection needs, scheduling show room visits, coordinating installs, deliveries and executing selection sign offs.
- Send selection and change order requests to clients for sign-off.
- Compile cost data from suppliers to determine a reasonable estimate of material costs.
- Work with homeowners/architect in preliminary design build process.
- Manages showroom constantly updating samples and pricing.
- Participates in scheduled walkthroughs with the homeowners/operations team. Rough ins, blue tapes, etc.
- This job description will grow as the company grows.

Benefits:

- Life Insurance
- Health insurance
- Paid time off

Contact: Haley Lamborne to apply

Haley@LakeMartinSignatureConstruction.com

Office (256) 392-5577