



Construction Coordinator

The Construction Coordinator position at Richcraft Homes is primarily responsible to process purchase orders for each house/ unit that is sold and/or inventoried. This individual will ensure that each home is built as per builder's specifications, homebuyer's requirements, and within production schedule.

Responsibilities and Duties

- Review all legal documentation including: APS, change orders, amendments, and drawings to enable the generation and transmittal of all purchase orders
- Control and keep up with production schedules from site to ensure that purchase orders are transmitted on a timely basis.
- To the best of his/ her ability and as per information received, ensure each home is built as per builder's specifications and homebuyer's requirements.
- Check and approve request for changes from Design Centre.
- Review drawings if there is a late change order.

Qualifications and Skills

- Strong analytical skills
- Experience within residential home building industry
- Experience with Microsoft Office with strong focus in Excel
- Experience in using a construction-related software system (ie. Newstar, Builder MT, Mark Systems) is an asset
- General understanding of home construction, current building codes, contracts and terminology, and architectural plans
- Excellent interpersonal skills; able to build relationships with outside contractor

Richcraft Homes is committed to the professional growth, development and long-term career excellence of its employees. In return for your hard work and dedication, you will be rewarded with a competitive salary and full range of benefits including:

- Generous health and dental plan
- Group retirement planning with company match
- Long-term employment
- Opportunities for growth

How to apply:

We invite enthusiastic and qualified applicants to submit their resume and cover letter to careers@richcraft.com

We thank all applicants; however only those selected for an interview will be contacted. Richcraft Homes is committed to creating an inclusive environment where all team members and clients feel like they belong. We seek applicants with a wide range of abilities, and we provide an accessible candidate experience. If you need accommodation during the application or interview process, please contact us.