

Restorations by Highmark specializes in home restorations that repairs homes damaged by fire, water, and weather. The **Project Coordinator** within this team provides vital support to the operations, sales, and finance departments.

If you want to make a direct impact in a thriving restorations team, this role is for you!

The Highmark Difference:

At Highmark Companies, we design, build, remodel, restore and project manage all under one roof. And we do it with our own people. We're experienced, passionate, and accomplish great things while working in a culture that is fun, driven, and professional. This year, we received the high honor of being named by Star Tribune as one of the 2022 Top 200 Workplaces in Minnesota. We couldn't have gotten this amazing honor without our employees. Come see what it's like to be a part of a Top Workplace!

Pay: \$50,000-\$55,000

Job Responsibilities:

- Completing the job set up process
- Setting up, maintaining, and adjusting job budgets
- Assisting in coding and approving subcontractor invoices
- Client invoicing
- Creating and issuing purchase orders
- Updating and communicating change orders
- Updating the project management software – Builder Trend
- Pulling permits for projects
- Updating the punchlist/warranty documents
- Completing billing per contract
- Completing the job closeout process
- Communicate with insurance companies and TPA's
- Data entry
- Training of software to new team members
- Backup for the front desk

Qualifications:

- 2-3 years of administrative or project management experience
- Knowledge of the construction and or insurance industries
- Intermediate- level proficiency in computers including Microsoft Excel, Outlook etc.
- Strong organizational skills and attention to detail
- Excellent written, and verbal communication skills

Benefits: Our employees enjoy competitive benefits include a flexible paid time off policy, advancement and education opportunities, health insurance (company pays 100% of employee-only premium on lowest cost), dental insurance, vision insurance, paid holidays, profit sharing and 401k.

Culture: Our culture lives within our five core values– wise, intentional, driven, trustworthy and humble. That is the center of all our employee decisions. If these core values are a part of who you are, join our team and contribute to the endless heights this organization can reach. Learn more at HighmarkCos.com