



Christian Brothers Cabinets is looking for an experienced **Project Coordinator**. The Project Coordinator plays a pivotal role in overseeing the various aspects of custom cabinet projects from inception to completion. Christian Brothers Cabinets specializes in custom and standard cabinetry for commercial and home use. The Project Coordinator serves as a liaison between clients, design teams, craftsmen, and installation crews to ensure smooth project execution while maintaining Christian Brothers' high-quality standards and meeting deadlines. Responsibilities encompass project planning, coordination, communication, and problem-solving to deliver exceptional results. The Project Coordinator is vital support to the operations, sales, and finance departments.

Pay: \$50K to \$55K annually

Responsibilities:

- Completing the job set up process
- Job Start Approval and entry (drawings/estimate/contract/downpayment)
- Create hours breakout sheets
- Closing Jobs
- Update SSO as needed
- Update Punchlist as directed
- Upload COS to Builder Trend
- Assist with inventory
- Updating and Maintaining cabinet price catalog
- Setting up, maintaining, and adjusting job budgets
- Assisting in coding and approving subcontractor invoices
- Customer Service
- Creating Job Folders
- Updating and communicating change orders
- Updating the project management software – Builder Trend
- Completing billing per contract
- Data entry
- Supporting Operations Manager
- Supporting sales associates
- Training of software to new team members
- Miscellaneous projects as assigned
- Front Desk Management and Customer Service
- Ensure showroom is clean
- Process Mail
- IT support to the team onsite
- Perform miscellaneous projects and complete various tasks as requested by management.



Christian Brothers Cabinets is one of the six companies that makes up the **Highmark Companies** brand.

What Highmark Companies offers to you:

- Competitive Base Salary
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term & Long-Term Insurance
- 401K + Company Matching
- Paid Holidays
- Responsible Paid Time Off Policy (flexibility to take time off to balance life outside of work)
- Profit Sharing
- Paid Employee Referral Program
- Employee Discount Program
- Great culture and team dynamic

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. 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!**



Qualifications:

- 2-3 years of administrative or project management experience
- Knowledge of the construction industry
- Intermediate- level proficiency in computers including Microsoft Excel, Outlook etc.
- Must possess strong organizational skills and attention to detail
- Excellent written, and verbal communication skills
- Exemplify the 5 core values of Highmark:
 - Trustworthy
 - Humble
 - Intentional
 - Driven
 - Wise
- Valid driver's license
- Must pass a background check