

HIGHMARK



Highmark Companies is seeking a Sales/Job Start Coordinator. This role is responsible for ensuring the smooth transition from sales to construction by coordinating the necessary steps to prepare new construction projects for startup. This role acts as a liaison between the sales team, clients, and construction teams, ensuring all required documentation, permits, and approvals are in place before construction begins. The ideal candidate is highly organized, detail-oriented, and able to manage multiple tasks simultaneously while ensuring all processes align with company timelines and client expectations.

Responsibilities:

- Review and update Leads as needed
- Builder Trend lead/ job data management
- Ensure that leads status ties to the job setup status
- Complete pending job start process
- Complete sold job start process
- Review and approval of contract and documents
- Apply, obtain, and close all job permits
- Customer Service
- Communication with adjusters and homeowners as needed
- Data Entry

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!**



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Qualifications:

- 2-3 years of administrative or project management experience
- Knowledge of the construction industry
- Must possess strong organizational skills and attention to detail
- Excellent written, and verbal communication skills
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency in construction management software (e.g., Buildertrend, CoConstruct) and Microsoft Office Suite.
- Knowledge of residential construction processes, zoning laws, and permitting procedures.
- Ability to work collaboratively with sales, construction teams, and external partners.
- Strong attention to detail and problem-solving skills.
- Exemplify the 5 core values of Highmark: Trustworthy, Humble, Intentional, Driven & Wise
- Valid driver's license
- Must pass a background check
- Instill the 5 core values of Highmark: Trustworthy, Intentional, Driven, Humble & Wise.