

HIGHMARK



Highmark Companies is seeking a **Service Project Coordinator**. The Service Project Coordinator 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. The Service Project Coordinator within this team is a vital asset to the operations, sales, and finance departments.

Responsibilities:

- 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
- Updating the punchlist/warranty documents
- Completing billing per contract
- Data entry
- Supporting project managers
- Supporting mitigation team in purchasing products
- Completing the job closeout process
- Communicate with insurance companies and TPA's
- Training of software to new team members
- Xactimate budget exports
- Backup for the front desk

What Highmark Companies offers to you:

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

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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
- 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.