



Position: Project Administrator

Position Type: Full time, hourly

The Project Administrator provides administrative, organization and communication support to the 3 key areas of the company: Project Development/Estimating, Interior Design and Construction.

A perfect candidate for this position will have a passion for keeping things organized. They should be detail oriented with a strength for systematically tracking important administrative details of design build custom home projects. This person should also have a strong interest in custom home building and interior design.

Before construction, during the design phase, you will assist with preparing and organizing project documentation, organization of bids, preparation and collection of client sign offs, and coordination of client meetings. You will help facilitate administrative aspects of getting a project ready for construction such as: setting up utility accounts, filling out permit applications, preparing documentation to submit for permit review, etc.

During construction, you will assist the Director of Construction with tracking/updating the project schedule and management of BuilderTrend change order and selection approvals, issuance of purchase orders and ensuring that project documentation is available in BuilderTrend.

You will assist with coding and entering bills/invoices as received into BuilderTrend to the proper project and will assist our accounting department with draw preparation.

On the interior design side, you will assist with scheduling client meetings, selection sign offs, and occasionally assist with organizing the Design Studio. You will also help with project ordering, tracking and taking inventory of deliveries, and then coordinating with the team in the field to make sure the correct items are taken to each job site.

Responsibilities:

- Prepare contracts for signature as directed
- Issue Purchase orders as directed
- Prepare Change orders as directed
- Prepare and issue selection sign offs as directed
- Obtain and file the required municipal permits and applications
- Collect and Organize necessary project documentation and ensure that it is organized and available for all team members
- Assist with Project Development/Estimating by requesting and organizing bid requests with sub contractors and trade partners as directed
- Make schedule adjustments in BuilderTrend online project management system
- Code invoices as they are received
- Accurately review and compare invoices received to purchase orders
- Assist with preparation of bank draw requests
- Maintain subcontractor documentation and ensure that all are in compliance at all times (Insurance, W-9's, subcontractor agreements, etc)

Required Experience:

- Some experience in the construction or design industry preferred
- Organizational and/or administrative experience in a similar industry/position

Other Qualifications/Requirements:

- Must have a passion for home design and custom home building
- Must exhibit a high level of attention to detail
- Must be extremely organized
- Excellent communication skills, written and verbal
- Must be able to multitask and manage many details for multiple projects simultaneously
- Must be proficient in using or able to quickly learn technology required for job performance, including: iPad, construction management software (BuilderTrend), email, Word, Excel, QuickBooks
- Must Exhibit The Gowler Way
 - Always Pursue Excellence in Our Craft
 - Always Be A Team Player
 - Always Choose a Growth Mindset
 - Always Treat Others With Love and Respect
 - Always Do the Right Thing
 - Always Value Relationship over Profit

Software That Will Be Used:

- BuilderTrend (project management software)
- Google Business Suite (gmail, docs, sheets, drive)
- Dropbox
- Asana

Pay and Benefits

- \$25-\$30/hr (Depending on Experience)
- Health Insurance
- 3 weeks Paid Time Off, plus 8 paid holidays
- Company sponsored IRA and 3% employer match
- Reimbursement of relevant Continuing Education Expenses

Gowler Homes is a high end, boutique custom home builder based on Monument, CO. With a focus on building a select number of high design and high quality homes in Colorado Springs, Black Forest, Monument, Castle Rock, Castle Pines, Parker, Franktown and surrounding areas, Gowler Homes has earned a reputation for providing our clients an amazing experience through excellent customer service, award winning designs and high quality construction with a continued pursuit of excellence in quality and service.

To Apply, please send your resume, relevant experience, references and a brief summary of why you want to join the Gowler Homes team to:

careers@gowlerhomes.com