

STERLING CUSTOM HOMES

At Sterling Custom Homes, it is our Passion to exceed our clients' expectations with Trust, Integrity and Professionalism while Building everlasting Relationships. Sterling Custom Homes has been building luxury Custom homes in the Austin area for over 30 years. We take pride in guiding families through the challenging process of designing and building a custom home.

We're looking for a **Selections Coordinator * Office Executive Assistant * Owners Assistant** to join our team!

Objective

For this position, we are looking for a qualified candidate (who can comfortably wear different hats) – smaller organization structure means you will efficiently manage the day-to-day administrative functions of a Luxury Home Builders office located in Lakeway Texas. Including helping to Coordinate Selections and other aspects of all current and future projects and new builds (High End Custom Homes and developments) You will also be the Executive Assistant directly to the owner/founder. You will work in various areas of the business to maximize team effectiveness (assisting other staff members) - as well as participate in customer service activities so that the company maintains its 5-star rating on all channels and competes with best-in-class service

What You'll Do

Selections:

- Coordinate design selection appointments with various Trade Partners, Interior Designer and Client.
- Attend selection appointments with the client to ensure expectations are set and document the clients' selections.
- Obtain bid estimates from the trade partners, review for accuracy and present to the client for approval. Coordinate revisions with the trade partner to obtain final approval from client.
- Send approved bid estimates to trade partner once client approval is obtained.
- Maintain BuilderTrend (project management software) to ensure all information is accurate daily for all projects.
- Manage all change order requests from client, coordinate pricing, documentation (redline plans), and approval for all change orders. Once approved, ensure accurate information is relayed to the builder and trade partner for implementation.
- Maintain accurate files and documentation for all selections and change orders. Including plan redlines, diagrams, and material specifications. Ensure pertinent selection information is relayed to builders and trade partners.
- Maintain constant and professional communication with Clients on all aspects. Including selections, allowances, and change orders.
- Manage all material returns to suppliers as necessary. Ensure credits are received and sent to accounting.
- Maintain material intake storage room. Organize, label, and record all materials/job supplies received. Send notification to staff.
- Maintain specifications and Interior Design portfolio with accurate selections and changes for spec homes.
- Provide administrative support for the CEO & office (project teams)

Office Administrative:

- Answer Phones
- Maintain constant communication with necessary internal staff.
- Receive client service (warranty) requests, document and send to service manager.
- Organize agenda and facilitate weekly Team and Construction meetings
- Maintain company contact database.
- Maintain office supplies.
- Maintain office to ensure it always presents well by ensuring weekly cleaning is scheduled, reception and conference room are stocked and organized.
- Other responsibilities as assigned

Skills and Experience Required

General Administrative:

- Excellent Organizational Skills
- Excellent Attention to Detail
- Excellent Management Skills
- Excellent Written and Verbal Communication Skills
- Analytical Skills
- Ability to develop and implement processes and procedures
- Proficiency in: Microsoft Office (word, excel, power point)

We're looking for an enthusiastic, energetic team member who brings a positive can-do attitude, integrity, and unsurpassed work ethic. In this position, you will be expected to devote your full business time, attention, and energies to the performance of assigned duties with the company.

Benefits

- Competitive Salary based on experience
- Paid Week off at Christmas
- Paid Vacation
- Health insurance – 75% company contribution for employees
- Flexible PTO Policy
- Opportunity to grow and learn (evolve career in the High-End Home Building sector)