

Our Story

Join a 35-year legacy of excellence with our luxury custom home-building company, where **trust, integrity, and professionalism** are the foundation of everything we do. We are looking for individuals who not only bring exceptional skills to the table but also embody **loyalty, honesty, and trustworthiness**. Building strong relationships with teammates, Homeowners, and trade partners is just as important as the commitment and expertise you bring to the role. At our core, we value **character** as much as capability, and we are seeking team members who share our commitment to creating outstanding homes and lasting partnerships. If this sounds like you, we'd love to have you join us!

Position

The **Operations Administrative Associate** plays a vital role in the company's success, acting as the central coordinator and providing essential support across all teams. In our small office environment, you'll take on diverse responsibilities, requiring strong organizational skills, a proactive mindset, and the ability to adapt quickly and accurately to shifting priorities, ensuring tasks are completed with precision.

The ideal candidate brings an upbeat attitude, a strong eagerness to serve, and excellent communication skills. You will interact with homeowners, trade partners, and our internal team, helping foster a collaborative and efficient work environment. If you thrive in a dynamic setting and enjoy making a meaningful impact, we'd love to hear from you!

What You'll Do

Executive Support:

- Provide comprehensive administrative support across all departments, with a primary focus on executive support for the company's President
- Assisting with the execution of special projects or initiatives led by the company's President
- Coordinate meetings and appointments as needed
- Maintaining and updating records, files, and databases relevant to the company's President
- Coordinate cross-team communication to ensure alignment of projects

Office Administration:

- Welcome visitors, manage phone calls and correspondence (email, phone, text, packages, etc.)
- Maintain office organization and cleanliness.
- Maintain office supplies and place orders as needed.
- Coordinate all office operations to secure efficiency while maintaining company image, mission, and policies.

Homeowner Relations:

- Coordinate design selection appointments with Trade Partners, Interior Designer and Clients.
- Manage change order requests, coordinate pricing and approval from staff and client.
- Maintain constant and professional communication with Clients on all aspects. Including selections, allowances, and change orders.

Construction Operations Support:

- Plan submittal and permitting with City, County, HOA's and other entities.
- Assist in the Estimating/Purchasing process - Obtain, track, and manage bid estimates from trade partners, review for accuracy, coordinate revisions with trade partner to obtain approval from Client.
- Maintain accurate documentation for selections and change orders, manage material receipts, returns to suppliers, and ensure credits are received.
- Maintain BuilderTrend (project management software) to ensure all information is accurate daily for all projects.
- Maintain accurate files and documentation for all selections and change orders. Including plan redlines, diagrams, and material specifications. Ensure perinate selection information is relayed to builders and trade partners.
- Organize, label, and document all Job specific materials and supplies upon receipt and promptly notify the appropriate staff members of their arrival.

Skills and Experience Required

- Consistent professional appearance and a positive attitude.
- Self-motivated and detail-oriented with strong communication skills.
- Prompt, reliable, and dependable.
- Strong organizational skills with the ability to prioritize, multi-task, and maintain accuracy and attention to detail.
- Team player who can meet deadlines and build strong relationships.
- Ability to lead, learn, and collaborate with others.
- Thrive in a fast-paced environment with the ability to pivot and adapt as needed.
- Excellent computer literacy, with proficiency in Outlook , Excel, Word, (all 3 are an absolute must) PowerPoint, Adobe Acrobat, and iOS (Apple mobile devices), as well as a willingness to learn new software programs.
- TEAM Administrative experience is required.
- Extraordinary time and task management.
- The position requires working on-site Monday through Friday in the 78738/78734 area. THIS IS NOT A REMOTE POSITION. This position is crucial to the company's short-term and long-term success.

Benefits

- Competitive Salary based on experience
- Mileage Reimbursement
- Paid Week off at Christmas
- Paid Vacation – 1 week after 90-day probationary period
- Medical Insurance – 75% paid by Employer after 90-day probationary