



## Production Coordinator

**Rust Construction** is a design-build firm serving clients since the 1920s and known for excellent residential remodeling. We design and build functional, lasting spaces—delivered on time and on budget—that our clients love. Our projects range from additions and whole-home remodels to substantial kitchen and bathroom renovations.

We are seeking a **high-performing Project Coordinator** to elevate our production team and help ensure projects run smoothly from planning through construction.

### Position Overview

The Project Coordinator provides organizational and administrative support to the project management team. This role helps coordinate project documentation, schedules, selections, and communication so that our project managers have the information they need to execute projects efficiently.

This is an excellent opportunity for someone interested in building a career in residential remodeling or construction management. The position is designed as a growth path for a motivated, high-potential individual who aspires to develop into a Project Manager.

Please apply only if:

1. You are **highly organized** and detail oriented
2. You have **excellent written and verbal communication skills**
3. You are adept at using **Microsoft Word, Excel, and other software tools** to support project management
4. You take pride in **doing excellent work as part of a high-performing team**
5. You have a **long-term interest in managing residential remodeling projects**

### Responsibilities

#### Project Coordination

- Assist Project Managers with project setup and ongoing coordination
- Maintain project documentation and organize files within company systems
- Track project schedules, selections, and outstanding decisions
- Coordinate with subcontractors and vendors for scheduling and documentation
- Prepare meeting notes and follow-up action items

#### Administrative Support

- Maintain accurate project records and documentation



- Assist with preparation of purchase orders and subcontract agreements
- Track submittals, approvals, and project selections
- Help prepare client progress reports and internal updates

#### **Production Support**

- Assist the production team with day-to-day project needs
- Coordinate deliveries and materials when needed
- Support jobsite logistics and communication between office and field teams

#### **Qualifications**

- Experience in residential construction or construction management preferred
- Education in construction management, architecture, or a related field is a plus
- Highly organized and detail oriented
- Strong communication skills
- Proficiency in **Microsoft Word and Excel**
- Ability to manage multiple tasks and deadlines

#### **What We Offer**

- Competitive compensation based on experience
- Opportunity to grow within a respected design-build remodeling company
- Exposure to all aspects of residential construction and project management
- A collaborative team environment focused on craftsmanship and client satisfaction