



Construction Coordinator

Lima One Capital is offering a unique opportunity for an inside Construction Coordinator. This position is a vital role within construction management and will work closely with Construction Analysts to coordinate all inspections that need to be ordered. The Construction Coordinator will ensure reports are received in a timely manner for the purposes of approving rehab projects and coordinating draw disbursements. The Construction Coordinator will also be responsible for managing the current inspector database and onboarding new inspectors in lending areas where they are needed.

This position reports directly to the Deputy Director of Construction Management.

Education and Experience

- Bachelor's degree is preferred
- 1-2 of professional level experience is desired
- 1-2 of logistics experience is desired, but not required

Position Requirements

- Achieve proficiency in construction management processes and software
- Maintain departmental databases
- Review online portal activity for draws submitted each day
- Ordering inspections for rehab projects: initial, draw, and status inspections
- Track inspections reports for delivery within two business days of order
- Review reports for uniformity and accuracy
- Coordinate delivery of reports to Construction Analysts for project approval, and draw disbursements
- Coordinate with short term financing regarding properties in new markets, and reaching out to inspectors in those markets for vetting and onboarding
- Weekly reporting of inspections ordered and processing times

Skills Required

- Working knowledge of Microsoft Office and proficiency with Microsoft Excel
- Strong communication skills
- Excellent organizational skills

Benefits

- Medical insurance
- Dental insurance
- Life, short-term disability, and long-term disability
- 401k plan

- Paid vacation

If you're interested in this position, please email your resume to Employment@LimaOneCapital.com.