Project Coordinator

Description

We are searching for a Project Coordinator to join our team! This position provides essential administrative and organizational support to the Project Management team, helping ensure our homes are built on schedule and our systems run smoothly. The ideal candidate is highly organized, detail-oriented, and thrives in a fast-paced environment. Construction experience is a plus, but strong process management and communication skills are the priority.

Joyner Homes is a local, growing home builder based in Greenfield, Indiana. Building Smart, Well-Designed, Character-Rich Homes throughout Central Indiana is our passion! Our company strives to strengthen family, relationships, and quality of life by providing opportunities to live and work in our local community.

Responsibilities

- Support Project Managers in coordinating construction schedules and tracking progress across active homes
- Update building schedules based on current construction progress and input from Project Managers
- Communicate with vendors on schedule changes, incomplete work, and other construction-related items
- Manage Buildertrend system administration, including document management, schedule updates, vendor assignments, and other activities
- Serve as a resource for maintaining organized, up-to-date project files and documentation
- Communicate clearly with Project Managers, internal team members, and vendors to ensure information flows efficiently
- Communicate with customers on the progress of their home, including bi-weekly updates and answering questions as they arise
- Perform other related duties as assigned by management

Qualifications

- Education: Associate's or Bachelor's degree preferred, or equivalent experience

- Experience: 2-4 years of experience in a fast-paced administration or coordination role; experience in construction preferred
- Experience with construction management or scheduling software as plus, but not required
- Familiarity with residential construction processes and terminology preferred
- Exceptional organizational skills with the ability to manage multiple priorities simultaneously
- Strong written and verbal communication skills
- High attention to detail and commitment to accuracy
- A positive attitude and a team player
- Proficient in Microsoft Office Suite (Word, Excel, and Outlook)

About Joyner Homes

Joyner Homes is a leading home builder in Greenfield, Indiana. Building in multiple counties around Central Indiana, we focus on building "Character-Rich" homes with features such as built-ins, exposed beams, and cozy spaces that also incorporate "Smart Design" through efficient space planning, modern technology, energy efficiency, and livability.

Our Core Values:

- Work Hard. Play Hard. We get it done, but we value time and flexibility for family balance.
- Learn Your Story. We are community-engaged with small-town values.
- Do It Better. We are motivated by an underdog mentality and will always continue improving.
- Do It Right. We do what is right with integrity, no matter the cost.