

## **HALLKEEN MANAGEMENT**

**Job Title:**                    **Construction Project Coordinator**

**Location:**                    **Park City Apartments Miami, FL 33169**

**Hours:**                        **Full-time Temporary**

### **Job Description:**

Provide support to the project management team during unit and property construction. Duties assigned by on site team may include:

- Opening doors for sub-contractors
- Ensuring units are prepared for access
- Abiding by all COVID-19 protocols
- Communicating with management and maintenance supervisors
- Provide boxes and other supplies to residents when necessary
- Assist with schedule updates and communication to team
- Assist with communication to residents regarding construction activity
- Attend regular weekly calls and onsite meetings with owner, architect and construction team
- Keep Property Management informed of resident complaints arising from construction activity
- Communicate ideas for improvement
- Other duties as assigned

### **Candidate should have the following Qualifications:**

- Strong organizational skills with the ability to multi-task and take ownership of all responsibilities
- Be results driven and possess the ability to work within shifting priorities
- Communicate effectively
- Candidate must have working knowledge of current safety practices
- Candidate should have experience in Word, Excel and communicating via email.

If you are interested in applying or know someone to refer for the position please e-mail resume to [Parkcity@hallkeen.com](mailto:Parkcity@hallkeen.com)