

# Storybook Homes

## Project Coordinator

### Job Description:

The main function of the Project Coordinator position is to track various projects, act as the liaison between SBH, regulatory agencies and consultants, and provide administrative support to the project management team and facilitate the office coordination for multiple construction projects.

### Major Areas of Responsibility

- ❖ Provide clerical/administrative support for project teams, including assisting with the distribution of required documents and correspondence, setting up and maintaining job files
- ❖ Assist field staff with dry utility coordination and consultant/subcontractor communication
- ❖ Confirm project manager includes dry utility plans with civil plans prior to approval
- ❖ Assist in preparation of Design Review, Zone changes, Waivers, Vacations and other planning project requirements
- ❖ Manage the permitting process. Check, track and review status of plot plans, permits and schedules. Update project status worksheets and schedules. Provide coordination between SHB, governing agencies and consultants
- ❖ Prepare dust permit applications, NDEP Notice of Intent and SWPPP's books for field staff
- ❖ Issue RFP's for all design consultant contracts. Prepare bid tabs. Prepare associated contracts
- ❖ Work with marketing/sales team to keep project phase start dates ensuring vertical building permits are issued on time. Provide coordination of approved building plans and plan revisions with field staff, purchasing and subcontractors
- ❖ Office administration including check requests, entitlement applications, bond requests, County/City agreements, maintain consultant contracts in Mark Systems, review consultant invoicing and keep project files up to date. As directed by VP of Construction, prepare and send letters to neighboring homeowners at new project start of construction
- ❖ Assist the project manager in the drafting and issuance of project information (due diligence), RFP's, consultant contracts, budgets, cash flows and preliminary schedules
- ❖ Prepare community books

- ❖ Conduct Forward Planning meetings and prepare applicable agendas etc.
  - ❖ Coordinate sales release meeting for new communities. Prepare Project Information Sheet, Community Disclosure form and schedule meeting
  - ❖ Establish HOA for new communities. Work with HOA management company (RPMG) to create community budgets to determine homeowner dues and SBH lawyers to create CC&R's, Bylaws, Public Offering Statement and other related documents
  - ❖ Act as secretary for newly established HOA's until homeowners are elected to the board. Attend HOA meeting for each HOA quarterly as scheduled
  - ❖ Act as liaison between HOA management (RPMG) and developer. Process all HOA Requests for Architectural Change for homeowners, subcontractor contracts and other correspondence. Maintain files for each HOA
  - ❖ Prepare letter and submittal package for Exemption Determination to State of Nevada Real Estate Division. Maintain compliance with State regulations
  - ❖ Update and maintain Customer Satisfaction survey. Send updated survey worksheet to SHB team monthly. Respond to homeowner questions or concerns as necessary
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- ❖ **Reports to: VP Land Acquisitions/Fwd Planning**

### Primary Objective

To provide administrative support to Land Acquisitions/Forward Planning departments.

### Required Knowledge, Skills, Abilities, and Education

- ❖ Must have 5 years of project management experience with on/off site improvements

**Interested applicants can submit their resume by email to [achurch@SBHLV.com](mailto:achurch@SBHLV.com) or fax transmission to 702-877-7045.**