

## **Construction Permit Coordinator Las Vegas**

Are you an enthusiastic individual that thrives in a high volume, fast pace, team environment? If so, we are absolutely looking for you to join our exclusive team. Pardee Homes is looking for another superstar performer to join our talented group of individuals. We have an infectious company culture where accountability, top performance and teamwork are valued and recognized. If you have a proven record of work excellence, superior customer service and teamwork skills with a great attitude, you are encouraged to apply!

Pardee Homes is Las Vegas' longest continuously-building homebuilder with over 64 years in this market. We are a high-performing, highly collaborative team and we are redefining our business in innovative and unexpected ways. And that takes all of us. Every day.

Our employee satisfaction has been built on a foundation of strong ethics and integrity, supported by our commitment to a great work/life balance. If you're looking to learn from a successful, progressive company, consider Pardee Homes.

The successful candidate will be able to monitor plans and permits including start packages, check requests, CPS scheduling and builder walks. Additionally, this role includes contract administration including budgets, bid specifications, lot starts and AFP distribution, information maintenance, and clerical support to the Purchasing Department as needed.

### Required Skills:

- Must be able to successfully interface with Subcontractors to communicate scope of work and obtain pricing for special options requests.
- Ability to read and understand documents including the ability to identify and solve practical problems.
- Superior organizational skills and detail oriented.
- Excellent interpersonal and communication ability.
- Strong team player.
- Working knowledge of Microsoft Office, E1 and DocuSign.
- Minimum 1 year experience in new home construction.
- College degree preferred but not required.

This position is located in Las Vegas, Nevada.

Pardee Homes offers a comprehensive, competitive salary & benefits package to help our employees and their families build a secure financial future, protect against financial loss and stay healthy & happy too.

Pardee Homes is an equal opportunity employer, committed to building a capable & diverse workforce.