



Konstruktion Coordinator

Do you have the ability and like to plan, create agendas, create budgets, collaborate well with others, like to learn new things, and want to be a part of a growing company with room to grow with it, we would like to have you join the Krew at Kraftsman.

Kraftsman is a family-owned business in the parks and recreation industry with over 40 years' experience building SplashParks and play areas. We are the Fun Builders!

Job Description:

This position is responsible for coordination of projects with Kraftsman staff, Project design teams, and Project ownership. Includes but not limited to: Budgets, Monthly Billing assistance, maintaining project meeting agendas and notes, Requests for bids, coordination of purchasing, coordination of schedules, submittals, coordination of new vendor set-up, closeout documentation.

Knowledge and Skills Requirements:

- General construction process knowledge is recommended.
- Knowledge of and proficiency in the use of Microsoft Office, Word, Excel, PowerPoint, Outlook.
- Ability to create and maintain multiple project schedules in MS Project or similar planning tool.
- Excels in working with others in a variety of circumstances, working with frequent interruptions, and communicating and working with a diverse group of individuals.
- Ability to problem solve and create action plans for challenge resolution.

Location: Spring, TX – Hybrid Remote/in office

Compensation level is dependent on experience.

Apply at: <https://www.kraftsmanplay.com/careers>