

# **CONSTRUCTION PERMIT AND INSPECTION COORDINATOR**

## **Job description**

### **TO APPLY, FOLLOW THESE INSTRUCTIONS CAREFULLY**

Submit a cover letter and your resume. Include in your cover letter your favorite sandwich shop!

*Applications without a cover letter will not be considered.*

We are looking to add a Construction Permit and Inspection Coordinator to our administrative team. The ideal candidate will meet the following requirements:

- Essential data entry skills, fast typing with an eye for detail
- Well-organized, highly detail-oriented, ability to manage multiple projects with superb follow-up skills.
- Excellent written and verbal communication skills through email and phone.
- Have the ability to adapt to an ever-changing, fast-paced environment.
- Must have the ability to collaborate and work effectively in a team environment as well as work independently under limited supervision.
- Must have the ability to handle multiple projects effectively.
- Solid organizational and computer skills with the ability to prioritize tasks.
- Proficient using word processing programs and spreadsheets (e.g. Word, Excel, Outlook, Google Docs). Knowledge of Bluebeam beneficial.
- Reliable/Accountable

### **Position Type and Expected Hours of Work**

This is a part-time position, Monday, Wednesday, Friday, 10:00 a.m. to 5:00 p.m.

Brown & Associates, a building safety consulting firm, is seeking rockstar office staff to join our team. Our family-owned and operated business was established in 1993 and incorporated in 2003. In the fast-paced and growing construction industry, we offer a competitive salary and comprehensive benefits. We are looking for a team player with strong organization, time management and follow-up skills to grow with our company.

Responsibilities will include: day-to-day administrative support for management teams including answering telephones, logging in and distribution of projects for review, data input, process inspection reports, daily scheduling, document control, and coordinating multiple tasks simultaneously.

B&A offers competitive compensation and an excellent benefits package, including generous employer paid benefits, including medical, dental, vision, and life insurance, 401(k) and profit-sharing plan, paid time off, and continuing educational reimbursement.

Job Type: Part-time

Pay: \$16.00 - \$18.00 per hour

**Application questions**

- Have you worked in the construction industry?
- If you have worked in the construction industry, what were your responsibilities?
- On a scale of 1-10 how would you rate your computer skills?