

Samuel Taylor Homes

Assistant Construction Coordinator

Samuel Taylor Homes is seeking a part-time assistant who will work directly with the Construction Coordinator to assist with the permitting process for houses in the Breakfast Point neighborhood as well as homes in the Sweet Bay neighborhood. Experience in the construction industry is preferred, however, is not mandatory. The position will be part-time (25-30 hours / week) with pay based on the candidate's experience. The potential candidate must have reliable transportation as well as reliable means of communication.

Duties & Responsibilities

- Assist Construction Coordinator with the permitting process; filling out necessary documents required for permit applications,
- Assist Construction Coordinator in managing blueprints
- Responsible for running errands to pick up / drop off correct documentation required to pull permits in Panama City & Panama City Beach
- Responsible for completing any tasks assigned by the Construction Coordinator
- Work directly with Construction Coordinator to review bids/proposals
- Responsible for daily updates to the permit status report

Knowledge, Skills, Requirements

- Ability to assess, communicate and prioritize the daily needs of the position
- Proficient with Microsoft Suite (Excel, Word & Outlook) as well as Adobe
- Ability to work independently with little supervision
- Strength in prioritizing, organizing and executing tasks
- Ability to stay on task with multiple competing priorities
- Reliable transportation
- Reliable communication
- Ability to perform data entry to complete job duties timely and efficiently

Compensation

- Hourly wage based on experience

****Interest applicants please email resumes to sadams@samuelthomes.com**



COOPERATIVE EDUCATION

Kim Hoyt, Coordinator

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