

Operations Coordinator Job Description

Company Summary:

We're innovative. We're customer centric. We're experience focused. We embrace the changing ideal of what and where people call home. We also believe in our formula for success – talented team collaborating with integrity, always executing, always innovating, while transforming neighborhoods and enhancing peoples' lives.

Onyx+East is a full-service home builder including development, construction, marketing, design, and sales – focused on serving clients seeking walkable neighborhoods and homes that make their life more connected and convenient. Headquartered in Indianapolis, Onyx+East is comprised of inspired and industrious individuals who are passionate about active lifestyles, exceptional customer experiences and creating solutions for neighborhoods that positively impact communities.

Job Summary:

The Operations Coordinator will be responsible for providing administrative support for both the Construction and Purchasing team. This individual will assist in managing systems and business processes across both departments. This position requires a high level of attention to detail, communication, and project management skills.

Key Job Duties and Responsibilities:

- Manage the process of acquiring permits with municipalities and utility companies to support the timely start of all homes and projects.
- Assist in updating and maintaining Vendor Scope of Work and other key on boarding documents that meet Onyx+East requirements.
- Create and assemble start packs for Construction team members. Maintain template forms for all key documents.
- Build out, load in system, and revise building schedule templates across product types/communities.
- Manage online trade and construction portal, including document management, building production schedule, managing trade assignments, and other system administration activities.
- Assist in facilitating budget and option entry, creation of purchase orders, change orders, and other production system related projects.
- Provide support for Warranty team, including service requests, purchase orders, trade coordination, and other items.
- Manage coding and/or approval of invoices, credit card expenses, and other accounting related items to support Construction and Purchasing.

- Assist in tracking reporting of buyer surveys and quality control audits.
- Create, facilitate, and distribute reports for Construction and Purchasing Teams.
- Other duties and projects as assigned.

Experience and Skill Requirements:

- 3-5 years of experience in administrative role; preferably in the construction industry
- Proficient in using the Microsoft Office Suite
- Excellent organizational, project management, and prioritization skills
- Demonstrated experience in managing multiple tasks
- High attention to detail
- Excellent verbal and written communication skills
- College degree or commensurate experience preferred
- Knowledge of Real Estate/Construction processes and terminology preferred

Position Reports to: Director of Construction