



## Pre-Construction Project Coordinator

**Company:** Braintree Properties

**Location:** Boise, Idaho

**Reports to:** Director of Development

**Classification:** Full-time, non-exempt

**Benefits:** Yes

**Compensation:** DOE

### Duties & Responsibilities

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- Work collaboratively with the Director of Development and design team to maximize productivity
- Assist the Director in the execution of the management plan for assigned projects
- Assist in the design phases and coordination of projects from inception to completion
- Carry out daily operational tasks in an effective and timely manner
- Assist with facilitating communications between design staff, outside vendors, and clients
- Organize, file, and maintain all current project documents
- Coordinate and execute daily administrative tasks
- Schedule meetings, phone calls, site visits, etc.
- Gather necessary information from contractors, vendors, and clients
- Maintain positive vendor and client relationships
- Other duties as assigned

### Qualifications & Experience

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- 1-2 years of construction administration experience preferred

### Skills & Intangibles

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- Knowledge of SharePoint, Microsoft software; specifically Excel and Project
- Excellent time management and organizational skills
- Ability to work with multiple projects simultaneously
- Must have ability to problem solve and multitask in a fast pace environment
- Must be detail oriented and have effective communication skills



**BRAINTREE**  
PROPERTIES

## Equal Opportunity Employer

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Braintree Properties is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

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