



custom designed | quality crafted | dream delivered

## Project Coordinator

**We are Ready to Grow, and you can help! RYNO Homes is creating a new, ground-floor opportunity for a confident person with a passion for excellence in business.**

How would you like to join a small, enthusiastic team that works to improve the lives of small business owners? Where your passion and persistence will be appreciated and well-rewarded? Where there is plenty of opportunities for personal and career growth and advancement?

RYNO Homes is looking for a special person who wants to be a part of family-friendly business that is growing and a leader in Custom, Historical Preservation and Residential construction. We specialize in Custom Homes, Additions, Remodels and Historical Preservation. We are dedicated to serving our customers through Custom Design, Quality Craftsmanship and Dream Delivered!

In your role, you will be responsible for supporting/assisting the Owner and/or a Project Manager, which will include permit submittals, subcontract execution, ordering materials, review invoices, job tracking, client communication, scheduling, office coordination and lite bookkeeping.

People describe you as friendly, trustworthy, optimistic, conscientious, and flexible – with a positive attitude. You see yourself as a self-starter, responsible and persistent, with a methodical approach to work.

A team player, you're goal-orientated, love variety, work effectively with little oversight, and enjoy an invigorating, fast-paced environment.

Your leadership skills are apparent as you direct and drive our team through proactive problem solving and plenty of thinking “outside the box.”

You are excited to take advantage of this opportunity to learn and grow in ways you never anticipated. You have potentially earned a college degree but not required and have some experience working in construction or related field.

You are skilled in office administration procedures; you are proficient with Windows and Microsoft Office, including Word, Excel, and Outlook. You are experienced with Adobe and Dropbox software, as well as QuickBooks, which are a valuable asset.

This is a full-time position with competitive pay based on experience, opportunity for growth and advancement. Our office is nestled in Eagle, WI. Our complete compensation package reflects our healthy appreciation for balance in life and offers significant incentives for the results you achieve - as well as those we achieve as a team. The salary range \$45-60k is based on experience and there is a potential opportunity for bonus incentives as we grow!

Please email your resume to [info@rynohomes.com](mailto:info@rynohomes.com).