



OPEN POSITION TITLE: Transaction Coordinator

DESCRIPTION OF ORGANIZATION: Hope Builders, Inc. is a licensed general contracting venture which partners with non-profit, for-profit affordable housing developers and local cities in the building and rehabilitation of affordable housing throughout Orange County. Hope Builders, Inc. is a company of Taller San Jose, a highly focused, goal-oriented program that targets services at young adults, ages 18-28, who are caught in a cycle of crime and poverty and need marketable job skills in order to become productive self-reliant adults. More information can be found on our website at www.tallersanjose.org/hopebuilders

SUMMARY OF MAJOR DUTIES: The Transaction Coordinator is serves as the primary administrative support for all Hope Builders, Inc. business functions. This individual works closely with the Director of Business Development and Construction Manager to coordinate paperwork and reporting for: contracts, vendor relationships, A/R, A/P, job costing, human resources, and other related tasks. The Transaction Coordinator also works closely with Taller San Jose's Director of Finance on all accounting related procedures.

DUTIES AND RESPONSIBILITIES:

- Coordinate all purchasing activities on a daily basis including: preparation and maintenance of all purchasing correspondence and documentation, management of purchasing workflow and related timelines, and preparation of project specific purchasing reports as needed
- Support all aspects of the bid process as needed by the Director of Business Development.
- Track proposals and coordinate contract administration tasks in support of management.
- Maintain comprehensive project specific documentation so that it is easily accessed by management.
- Administer all consultant, offsite trade, and utility contracts. Provide purchasing support for all vendor relationships.
- Work closely with the Director of Finance for Taller San Jose to expedite check requests, lien paperwork, invoices for approval, vendor payments, job billing data, and other related paperwork.
- Prepare lien notification using construction notice service.
- Assist in preparation and maintenance of standard specifications books and update pricing as needed

- Oversee the hiring of field crew level positions (Trainee, Tradesman, Leadsman, and Foreman) as directed by Director of Business Development and/or Construction Manager. Provide follow-up with new hires throughout the hiring process. Where appropriate, work closely with the Taller San Jose Job Developer to recruit.
- Coordinate the intake process for all new field crew level positions as outlined by established human resource policies as well as any additional requirements related to funding streams.
- Provide data entry support for tasks related to finance, human resources, sales, and other areas where appropriate. Input material and labor expenses into job reporting system and provide weekly reports. Maintain A/P and A/R reporting weekly.
- Manage other tasks and projects as deemed necessary by management

MINIMUM QUALIFICATIONS:

- High school diploma or GED required
- Minimum 3 years of full-time experience in a similar position, ideally with some responsibilities for office management
- Must have excellent computer skills (Word, Excel, Outlook, QuickBooks)
- Experience working with database systems
- Highly self-motivated with excellent time management and people skills
- A knowledge of the contracting process, such as payment terms, warranties, planning approvals and limitations of liability
- A basic understanding of technical building requirements
- Good organizational skills and the ability to manage multiple projects simultaneously
- Excellent communication, presentation and negotiating skills

ADDITIONAL REQUIREMENTS:

Physical Requirements

- Ability to sit at desk or computer for extended periods; ability to lift at least 20 pounds; ability to climb stairs.

Safety Requirements

- Is knowledgeable of, observes and complies with Codes of Safe Practice, safety policies and emergency procedures.

Require Protective Equipment:

- Hard hat and safety lenses required while on any and all active worksite.

SALARY & BENEFITS:

Full medical, dental, and vision benefits plus 401(k) plan available. Salary range \$40,000-\$50,000 annually, negotiable related to experience.

Position available immediately.

TO APPLY: Email resume and cover letter to Perla Lopez at plopez@tallersanjose.org.