



# Creative Builders, Inc.

## Commercial Project Coordinator

### WHO WE ARE

For over 50 years, Creative Builders has been a family-owned and operated General Contractor in Greenville, SC. We believe in ALL-IN TEAMWORK, building lasting relationships, and striving for excellence in everything we do. Most importantly, we believe in our people.

### CORE VALUES

- A** = All-in teamwork
- B** = Building lasting relationships
- C** = Creating extraordinary projects
- D** = Developing successful people and a sustainable company

### WHAT YOU'LL DO

As a key part of our team, you will:

- Track bids and draft proposals
- Issue contracts and change orders
- Follow-up with vendors on all project related action items
- Distribute and track project related materials
- Coordinate project setup
- Keep data in project management software up to date
- Review, process, and track submittals and RFIs
- Set up and close out jobsite utilities
- Order project materials as needed
- Manage and organize close out documents

## WHAT YOU'LL NEED TO SUCCEED

- A **team-first attitude** and commitment to supporting coworkers
- A **positive mindset** and excellent interpersonal skills
- Strong **customer service skills** and professional communication
- The ability to **prioritize tasks** and meet deadlines
- Strong **attention to detail** and accuracy
- Problem-solving skills with the ability to **handle challenges effectively**
- Proficiency in **Microsoft Office (Word, Excel, Outlook, Project)**
- Ability to handle **confidential information** discreetly and professionally
- A High School Diploma or **2+ years of college**
- **1+ years of office/clerical experience** (construction industry preferred)

## WHY YOU'LL LOVE WORKING HERE

- **Voted #1 Best Workplace in South Carolina!**
- We celebrate wins **together**
- We value **fun, teamwork, and personal growth**
- We genuinely **care about and support** one another
- Competitive **benefits package**
- Learn from **experienced, supportive colleagues**
- Work in the heart of **downtown Greenville**

**Join our team and build something great with us!**

*Creative Builders Inc. is an Equal Opportunity Employer*