



Are you ready to make a significant impact with an Industry Leader team? Do you thrive on transformation and challenging opportunities? If so, we invite you to join our exceptional team at KCBR, where we cultivate a culture that brings out the best in our people and rewards hard work. We are looking for an experienced Production Coordinator to join our dynamic team and ensure the seamless execution of our remodeling projects.

**Job Summary:** The Production Coordinator (PC) plays a crucial role in the success of our remodeling projects, guiding them from contract signing to the start of construction. The PC is responsible for ensuring that our designers and project directors are fully prepared, keeping projects on track and within scope. This position involves a wide range of tasks, including scheduling, material ordering, and maintaining clear communication with clients, vendors, and subcontractors.

**Key Responsibilities:**

- **Project Coordination:** Ensure projects are on scope, on time, and on budget by managing schedules, allowances, and client appointments.
- **Client Communication:** Keep clients informed of material issues, deliveries, and manage change orders as needed.
- **Team Communication & Management:** Regularly communicate with production managers, vendors, subs, design teams, and project directors to maintain project clarity and coordination.
- **Adherence to Company Procedures:** Follow and contribute to process improvements in line with company standards.
- **Problem-Solving:** Address challenges and unexpected issues with quick, effective solutions while adapting to process changes.
- **Embodiment of Company Values:** Understand and uphold the mission and values of KCBR.

**Required Skills/Abilities:**

- High School diploma and 3-5 years of experience in the residential remodeling/building industry.
- Strong knowledge of scopes of work, contracts, plans, and specifications.
- Proficient in Microsoft Office programs, including Excel, Outlook, and PowerPoint.
- Excellent organizational abilities, multitasking skills, and resource management.
- Flexibility and efficiency in a fast-paced environment with the ability to adapt to change.
- Strong critical thinking skills, especially under pressure.
- Experience with Buildertrend or similar Project Management Software is preferred.

**Physical Requirements:**

- Occasional lifting and transporting of materials.
- Ability to sit for extended periods.
- Travel to job sites and occasional transport of small materials.

**What We Offer:**

- Competitive salary range of \$28-33 hourly based on experience

- Comprehensive company-sponsored insurance (Employer contributes 50% toward employee + 30% toward dependent) (medical, dental, and vision)
- 15 days of annual PTO and 5 paid holidays - PTO increases over time.
- 401(k) plan with a 5% match
- Company Vehicle
- Opportunities for career growth and advancement
- Multiple Events team events throughout the year
- Costco Membership

If you are passionate about remodeling and eager to join a team where your skills and hard work are valued, KCBR is the place for you. Apply now to become a part of our incredible team and build your career with us!

KCBR Design | Remodel is dedicated to community involvement, personal development, and professional growth. We accomplish every goal by setting the bar at the highest levels in service to our clients, our vendors, and our teams. We energize the lives we touch with endless positivity, inspiration, and the power to make a lasting impact.