



*Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.*

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**Title: Facilities & Construction Administrative**

**Coordinator Department: Facilities & Construction/Development**

**Reports to: Vice President of Development & Construction**

**Status: Full Time, Non-Exempt**

**Revised: June 2026**

### **General Description**

Provide administrative assistance, project coordination, and general support to the Facilities and Construction departments, collaborating with internal teams, contractors, and vendors to help manage projects, maintain compliance, track documentation, and ensure the successful execution of capital improvement and facility-related initiatives across the portfolio.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Assist in the preparation of bid packages
- Contact sub-contractors and suppliers as required
- Material ordering as needed
- Create agendas, attend project meetings in the office and field to take notes and issue meeting minutes
- Prepare purchase orders and AIA contracts
- Generate financial reports from accounting system
- Track sub-contractor compliance items
- Process tax exemptions and certificates of capital improvement
- Organize and maintain documents and files, both paper and electronic
- Process addendums, RFI's and Submittals
- Review C of O and zoning compliance as it applies to the portfolio
- Responsible for coordination of multiple projects at one time
- Creates spreadsheets to manage project data
- Project related travel throughout portfolio
- Responsible for managing incentive benefit, and project requirement compliance
- General support and special projects as needed
- Create and track work order
- Janitorial supply tracking for portfolio

### **Non-Essential Duties and Responsibilities**

- General support and special projects as needed
- Performs data entry

## **Minimum Qualifications**

- Facilities or construction administration, or related field or equivalent combination of education and experience.
- 2 + years of administrative experience
- Valid Driver's License
- Proficient in Microsoft Office Suite

## **Knowledge, Skills, and Abilities**

- Customer service skills
- Organizational skills
- Attention to detail
- Effective Written and Verbal Communication skills
- Proficient in Microsoft Office
- Problem solving skills
- Ability to maintain high standards of confidentiality
- Time management skills
- Experience with construction and facility management software preferred.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift 15 pounds and sit for long periods of time.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. For this position, time is split between the office and the field.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*