

Job Description Design Review Coordinator

Title: Design Review Coordinator

Reports To: Community Manager

Hours: (25) Hours per week

Design Review Coordinator Job Description

Design Review Coordinator shall provide administrative support to The Community Manager and other staff members, often helping manage records, organize reports, perform data entry and Maintain all Agendas and Minutes to monthly Design Review Committee Meetings.

Requirements:

- Assist the Community Manager in managing the day-to-day operations of the Design Review Committee and PC Village Homeowners Association and Mountain Vista Condominium Association.
- The Design Review Coordinator will actively support respective community values, vision and philosophies, while demonstrating a style of communication that allows residents needs to be met with a high level of satisfaction.
- Knowledge base of new home construction, basic understanding of plans and the processes involved in the construction of new homes and the management of new development communities.
- The ideal candidate will have the experience of organizing folders/files in Google Drive, basic knowledge of Microsoft Excel and Word as well as experience using Gmail in an office environment on a daily basis.
- Strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure.
- Great organizational skills, accuracy and attention to detail.
- Applicants should have excellent customer service and computer skills, be self-motivated and enjoy working in a fast-moving environment.
- Three years related experience is desired; however we will offer training to an ideal candidate, depending on the background of experience.
- This position has flexible hours, but requires attendance of weekly/monthly meetings.

- Knowledge and experience in the housing construction industry management and/or drafting and plan experience is desired.
- Excellent typing and data entry skills, including excel document creation and format.
- Recording and processing all DRC written submittals. Including uploading and distribution of all submitted documents pertaining to Building Construction in PC Village Association, Inc.
- Working closely with the Community Manager and the Development and Design Coordinator to manage client's records.
- Light bookkeeping and office accounting needs.
- Collecting payments and updating accounts payable and receivable records.
- Monthly Delivery of Plans and other materials to locations within the City of Flagstaff.
- Scheduling client appointments and managing important department deadlines as they relate to the Design Review Committee Monthly Committee construction and building reviews.
- Scheduling client appointments and managing important department deadlines.
- Recording and tracking payments in databases.
- Updating client accounts based on payment or contact information.

All candidates are subject to pre-hire proficiency test. Selected candidate subject to a pre-hire drug screen and background check. Please provide at least three references and related contact information. PC Village Association Inc. would like to contact your current/previous employer. Please provide contact information with resume.

Please reply to [this link](#) with your resume, references and salary requirements.

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