

Construction Project Coordinator

You are a motivated individual with a passion construction administration. You are organized, collaborative, and can handle multiple tasks. If this describes you, then the Construction Project Coordinator position at Raymond Management Company is the role you are looking for!

As a Construction Project Coordinator, you would be responsible supporting new construction projects and activities at Raymond Management hotels located across the United States by:

- Collaborating with teammates, contractors and vendors on day to day quality control, inspections, punch lists, site inspections and submittals.
- Purchasing furniture, fixtures and equipment and coordinating deliveries needed for construction projects

Raymond Management Company is a team-based organization with a “People First” approach. This approach combined with our focus on quality makes RMC an outstanding place to work. We invest in teammates by giving them the opportunity to learn and grow in their careers, while creating an environment where teammates appreciate and respect each other. We develop and manage award winning hotels across the country, and our home office is located in Madison, WI.

This is a full-time position and we offer a competitive wage and benefit package. Candidates with a desire to serve, willingness to travel and ability to make a difference are preferred.

If you are interested in applying, please send your resume to John Raymond at raymond@raymondteam.com.