



**About Us:**

HERYNK + co is a full service design / build firm specializing in custom residential homes. Our approach is one of exceptional build quality, intentional design, organization, and a commitment to the impact of the structures we create.

We provide value to our clients through the skill of our project management, our proactive communication, and our collective pool of knowledge. It is our job to ensure that the many moving parts come together and work in unison – adhering to the promises we have made to our clients regarding quality, time, and budget.

The HERYNK + co crew consists of dedicated individuals working collectively to build better. We are proud to work hand in hand with team members who are both experts in their craft and who embody our principles.

Here each person is a key member of our organization and we all share responsibility for the success of our projects. We learn together and inspire each other to further develop our skills. This translates to a supportive culture of teamwork that we believe leads to better project results and a more sustainable work experience.

If you are looking to join a small, tight-knit, team where you can make impactful contributions to the built environment and be part of a dynamic company, then please inquire here!

Our project roster is expanding and we are actively seeking to fill the following position:

**Project Coordinator:**

The Project Coordinator is an integral part of the project team, and plays a key role in carrying the project from conception to realization. Works directly with the Principal, and closely with the Construction Project Manager, Carpenters, Trade Partners, and Clients. Maintains the systems required to run a project efficiently and to the highest standard of quality.

**Responsibilities:**

- Maintain necessary project systems such as; project schedules, calendars, daily logs, inspection logs, order logs, meeting notes, safety binder, etc.
- Organize project documents such as; requests for bid, scope of work agreements & contracts, requests for information, specification sheets, plan sets, checksheets, etc.
- Work with the Construction Project Manager & the Principle to track the project budget in real time. Collect, sort, and input receipts/invoices/billable hours. Prepare documents required for monthly client invoicing.
- Attend project meetings; recording and distributing meeting notes.
- Work collaboratively with multi-disciplinary project teams – comprising in-house staff, trade partners, building officials, and clients – to ensure that all project needs are met.
- Support the Construction Project Manager and the Principal in preparation & delivery of project proposals, preconstruction tasks & processes.
- Assist in the creation of content for social media and marketing purposes.



- Foster engagement and contribute to a positive, engaging, fun, and safe work environment for our in-house team and trade partners.

**Qualifications:**

- Exceptionally organized, and possesses a very high level of attention to detail.
- Adaptive to new situations and able to efficiently shift between tasks of varying complexity.
- An active problem solver who is intrigued by project challenges and contributes to creative solutions. Speaks up when something is not functioning properly. Knows when to ask for help.
- Capable of both working independently and collaboratively on a multidisciplinary team.
- Excellent communication skills. Open minded, empathetic, and tactful.
- Strives to put forth their best efforts, and aims to meet or exceed expectations.
- Familiar with the design / build approach and the life cycle of a project from conceptual design through to constructed home.
- Well-versed in project scheduling, able to identify critical path tasks.
- Ability to read construction plans and communicate project details.
- Understanding of construction methodologies — dedicated to expanding their applied building knowledge base.
- Passionate about design as it relates to architecture — committed to facilitating the execution of creative vision and to delivering work of the highest quality.
- Is interested in furthering their professional development and is excited to grow into a larger role within our firm.
- Energetic and eager to learn something new every day.

**Experience & Requirements:**

- 2+ years experience working as either a; Project Administrator, Project Coordinator, Project Engineer, or Project Manager within the fields of construction and/or architectural design.
- High school diploma or equivalent required.
- (Preferred) Additional education via trade school or bachelors degree.
- High level of computer literacy; Google; Drive, Docs, Sheets (or MS Office Equivalent).
- Possesses a valid driver's license, a good driving record, a reliable & insured vehicle that is capable of carrying construction materials.
- Flexibility to work the hours required of the project, and capable of driving between job sites as needed – on occasion to several sites in a day.
- Ability to stand and walk for long periods of time; sit for extended periods; bend at the waist; repetitive motions; push, pull, climb, balance, stoop, crouch, kneel or crawl; walk on uneven terrain; proficient manual dexterity with both small and large objects; lift and/or move at least 50 pounds.
- Resiliency to withstand occasional exposure to outside weather conditions, loud noises, tight spaces, high precarious places, moving mechanical parts, power tools, risk of electrical shock as well as other inherent construction site risks.
- Dedication to site safety and ensuring a safe work environment for all.
- You must be able to perform all requirements with or without reasonable accommodation.

**Bonus Points:**

- Familiarity with; Smartsheet, Bluebeam, Revit/CAD.



- Marketing Experience; Social Media management and content creation (Instagram, Pinterest, Houzz).
- Awareness of, and interest in developing, best practices as they relate to – high performance building, building science, green building, sustainability and resiliency.

**Benefits & Compensation:**

- Competitive pay, dependent on experience.
- Paid Time Off & Paid Holidays. Flexible policy prioritizing work/life balance.
- Bonus Program.
- Professional Development Stipend.
- Health & Wellness Stipend.
- Monthly Cell Phone Reimbursement.

**Job Type:**

- Full Time. Hourly. Non-Exempt.

**Location & Schedule:**

- Monday - Friday. 8 hour shift. Typical hours: 7:30am - 4:00pm.
- In person. Working from one or more job site offices throughout the Portland Metro Area. Select projects may be further out.

HERYNK + co is an equal opportunity and at-will employer.

To apply email your resume, cover letter, and portfolio to:  
info@herynk.co

Please include the position in the subject line.