

building ONE consulting, llc

Position Opportunity

Project Coordinator, Process Improvement

Building One is looking for a Project Coordinator to help modernize how we do the work, not just do it. This role will own the daily core coordination work for our Project Managers. This includes construction monitoring reports and site visit reporting, pay application review, documentation and schedule tracking, along with other administrative tasks. As a core part of this role, the Project Coordinator will actively pilot better ways to complete that work, including using AI tools to streamline repetitive processes. We are looking for someone who can execute detailed, repetitive work reliably and is genuinely motivated to find and build smarter ways to get work done. Prior experience applying AI or other tools to improve a real workflow is highly desirable.

A little about us.

Building One is a construction consulting firm that provides technical expertise to architects, owners, investors, and contractors. Our primary service lines include LIHTC construction monitoring, accessibility consulting, and building envelope consulting. We are primarily based in Denver, CO, and our business is nationwide. We are a small company in which all our employees wear many hats. Much of our work is highly technical, and our employees regularly engage in research to improve our knowledge in a variety of construction and design subjects. Our culture is one of collaboration, intellectual curiosity, technical expertise, and integrity. We are a connected group that engages in a hybrid work environment. This role is located in Denver, Colorado.

A little about you.

You're comfortable with repetitive, detail-heavy work and won't burn out doing it. But you also can't help noticing when a process is inefficient, and you'd rather fix it than just push through it. You're fluent in Excel, organized enough to manage multiple project deadlines at once, and curious about how tools – including AI – can take manual work off people's plates. You're comfortable with construction financial documents and can prioritize competing demands without losing track of what's due when.

A little more detail.

Core Responsibilities

- Monthly construction monitoring report production (data entry, formatting, exhibit assembly)
- Pay application review and data entry/transfer
- Project documentation management and filing
- Schedule and deadline tracking across multiple projects and Project Managers
- Template, checklist and QC process maintenance
- As needed document updates (formatting and proofreading)
- Tracking report delivery and maintaining contact lists

denver | houston | los angeles

2555 walnut street | denver, co 80205 | 303.986.1400

Process & Improvement Responsibilities

- Pilot and test new workflows or tools within our existing systems (Monday.com, TSheets, Procore, reporting templates)
- Identify repetitive tasks that could be streamlined (including through AI-assisted tools) and propose test solutions
- Document improvements and create standardized procedures so they are repeatable and scalable

Additional Responsibilities

- Administrative support for other departments outside primary project load

Minimum Position Requirements: (Please do not apply without all of the following qualifications.)

- Advanced proficiency in Microsoft Excel and Word, including formatting, formulas, and editing within existing documents and templates
- Experience using Procore
- Proficient with Bluebeam, Adobe Acrobat Pro, or similar PDF markup tools
- Strong attention to detail and document accuracy
- Ability to manage and prioritize multiple deadlines across projects and Project Managers simultaneously
- Strong written communication skills
- Experience with Monday.com or a similar project-tracking tool
- Demonstrated ability to sustain repetitive detail work and evidence of having improved or streamlined a process before

Preferred Candidate Attributes: (Any/all of these are considered beneficial but not required.)

- Experience with construction financial documents (pay applications, draw requests) or a finance/accounting background
- Experience in a construction, design, or consulting environment
- Experience applying AI tools to improve a workflow or process

Starting annual salary commensurate with candidate's qualifications and experience. (\$65,000 - \$75,000)

To Apply:

Please send resume and cover letter to dana.barton@building-one.com. Please use your cover letter to describe how your unique abilities will fit with the team at Building One. Responses without cover letter will not be considered.