

Position Description

Position Title: Field/Customer Service Superintendent
Reports To: Project Manager
Position Location: Honolulu, HI

COMPANY OVERVIEW

Intracorp is a Pacific Coast – based real estate development company of high-density multifamily projects which was founded in 1986 as a division of Intrawest, the large North American resort developer. In 1994, Intracorp became a separate company and currently has development operations in Los Angeles, San Diego, San Francisco and Seattle. The company has developed over 6,000 residential units. For more information on Intracorp, please go to www.IntracorpCompanies.com.

Intracorp's San Diego office was opened in 1998 to pursue development opportunities in San Diego County. Intracorp's local projects are focused on high density, multifamily developments in infill locations and include units in San Diego County and Hawaii.

The San Diego office has ambitious growth plans, and is looking to develop a team with self-motivated, highly intelligent, and career-oriented professionals looking for an intensive development experience.

RESPONSIBILITIES

The Field/Customer Service Superintendent will work at assigned project site(s) and will report to the Project Manager. He or she will supervise and coordinate all aspects of the project(s) assigned, including construction quality control, unit acceptance from contractor, unit delivery to homebuyer, homebuyer move-ins and the management and resolution of all warranty issues.

SKILLS and ABILITIES

- Work closely with Project Manager, Builder's Services Manager, any hired construction management consultants and the contractor to ensure quality units.
- Observing, reporting and tracking the resolution of all construction deficiencies.
- Developing trust with homebuyers and homeowners.
- Responding to, observing, tracking and resolving all warranty claims.
- Managing all tasks within an assigned timeframe.
- Monitoring costs and invoices, and managing all tasks within an assigned budget.

REQUIREMENTS

- Minimum seven (7) years of knowledge and experience in real estate construction, customer service, warranty service and/or other experience working in a construction related environment.

- Must possess excellent verbal and written skills and be computer proficient for tracking and communication purposes.
- Attention to detail and quality.
- The candidate must be able to work in a time sensitive environment to ensure schedules are met.
- Should be well organized and have the ability to anticipate challenges before they become problems.
- Team player, but also an independent and positive thinker.
- Works well under pressure.
- Self-disciplined and able to work efficiently without supervision.
- Excellent listening, communication and correspondence skills.
- Strong ability to manage manpower and delegate tasks to team players in order to complete goals, objectives & schedules.
- Knowledge, or willingness to obtain knowledge, of relevant building codes and warranty standards.
- Computer literate: MS Word, Excel and Outlook.
 - Experience with MS Project, Access and Expedition by Primavera a plus.

Interested Candidates should contact:

Careers.sd@intracorpcompanies.com

www.intracorpcompanies.com