



Building Relationships Since 1957.



If You Have the Motivation,  
We Have the Destination.

## Position: Pre-Construction Coordinator

J&S Construction® is a fourth generation, family-owned and operated, General Contractor that employs approximately 80 of the finest craftsmen and trade professionals in the industry. Our diverse portfolio includes new construction and renovation services for commercial, healthcare, religious, government and industrial facilities. Having completed more than 250,000 square feet of LEED® certified space for private owners and government entities, we are also one of the foremost builders of LEED-certified buildings in Tennessee.

Located in Middle Tennessee, J&S Construction is strategically placed to provide services to the Southeast as well as various other states. Having completed projects from Kansas to Florida and Texas to Virginia, J&S Construction is able to perform general contracting services in more than 30 states.

The majority of our work is completed within 100 miles of our corporate headquarters, located in Cookeville, Tenn. We are one of the oldest and largest construction companies between Nashville and Knoxville. Our strategic plan is not to be the biggest, but to be the best, and to be large enough to successfully serve all of our clients' needs. We have a repeat client rate of over 75% each year and 99.6% of our clients, at the conclusion of their projects, say they will use J&S Construction on their next project.

We are an innovative company that operates on a four, 10-hour day schedule to allow our team members the opportunity to be home with their families every Friday. We are passionate about our work and the level of service that we offer our clients and are looking for a Pre-Construction Coordinator who will share that same passion and be committed to the J&S Construction Team.

To perform this Pre-Construction Coordinator position successfully, an individual must take ownership of the project he/she is assisting with and achieve the highest level of project understanding when reviewing plans and specifications.

You will work alongside our Director of Pre-Construction Services, Business Development Team and Project Management Team to ensure the highest level of service is offered to our clients, while maintaining a superior partnership with all subcontractors and vendors.

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## Qualifications / Requirements

- Experience in general construction fundamentals including ability to read architectural plans
- Attend pre-construction and job meetings when needed
- Identify key trades for concentration and notify selected subcontractors of bid dates
- Solicit subcontractors and vendor pricing, ensuring quotes are obtained for all trades
- Communicate with subcontractors, vendors and team members regarding new and on-going projects
- Assist in maintaining company's subcontractor and market pricing databases
- Perform quantity takeoff of various trades
- Understand scope of work to bid and create list of scope for solicitation
- Detail-oriented with ability and willingness to learn new things
- Perform mathematical calculations
- Experience or ability to learn construction estimating software (On Screen Takeoff)
- Ability to multi-task and meet strict deadlines



## Company Benefits

- Three-Day Weekends Most Every Week
- Medical, Dental and Vision Plans
- 401K Program with Matching Employer Contributions
- Short and Long Term Disability Insurance
- Paid Vacation and Holidays
- Team Share Profit Sharing Bonuses Paid Twice Annually
- Ongoing, Company-Sponsored Education and Training
- Unlimited Opportunity for Personal and Professional Growth



If interested in joining the J&S Construction Family, send your resume and cover letter to [careers@jsconstruction.com](mailto:careers@jsconstruction.com).

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