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## **Example of Residential Construction Job Description**

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Our innovative and growing company is looking to fill the role of residential construction. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for residential construction

- Provide outstanding customer service interacting with buyers, suppliers and internal team members
- MLS and buyer website updates
- Administrative sales paperwork
- Create and maintain a relationship with the Realtor community
- Ability to learn and understand the loan process
- Ability to work Saturday's, occasional evenings and some holidays
- Ensure Lennar has only the best subcontractors in order to meet its manufacturing needs
- Facilitate value-engineering sessions with subcontractors and associates from division customers
- Solicit new builders/contractors and develop market strategies
- Resolve builder/contractor problems and issues with clients within a timely manner

## Qualifications for residential construction

- Fully responsible to ensure that all projects maintain the proper level of staffing and equipment
- Must be available and reachable on short notice and during all designated work hours including being on call at all times in order to respond to emergency losses
- Maintain a high level of integrity, business ethics, and sound judgment as you

- Maintain a high level of expertise in restoration losses
- Must be able to walk all jobsites including adverse conditions that may result from losses