



Production Coordinator - Position Overview

The Production Coordinator is responsible for overseeing and coordinating all aspects of construction production across active projects. This role ensures projects are delivered on schedule, within budget, and in alignment with company quality standards, procurement strategies, and contractual scopes.

Serving as the key link between field operations and office functions, the Production Coordinator drives alignment between Construction, Purchasing, and Preconstruction teams while managing trade partner performance, production schedules, and cost control.

This position reports to the Vice President of Production and plays a critical role in ensuring seamless execution from permitting through certificate of occupancy and turnover.

Location: Atlanta, GA (Vinings)

Work Environment: This is a primarily office-based role, with regular travel to active job sites to monitor progress, support field teams, and ensure quality execution.

Key Responsibilities

Production & Field Operations

- Oversee multiple concurrent projects from permit through certificate of occupancy
- Own and drive the production schedule, including lookahead planning, milestone tracking, and constraint resolution
- Conduct regular site visits to monitor progress, enforce safety standards, and proactively address issues
- Ensure adherence to construction specifications, scopes of work, and community standards
- Support clean project turnover, warranty processes, and lease-ready delivery expectations
- Own document control process for projects including the management of submittals and RFI's for product selection and design coordination, as well as keeping current construction documents and leger drawing revisions through project durations
- Build accountability within field teams to meet cycle time, budget, and quality objectives
- Foster strong collaboration between field and office teams
- Serve as frontline liaison to project owners and key stakeholders

Vendor & Trade Partner Management

- Coordinate and align approved trade partners to execute work at contracted pricing and required standards
- Support subcontractor buyout, vendor negotiations, and procurement efforts
- Manage vendor performance, including issue resolution, escalation, and continuous improvement
- Lead new vendor qualification, onboarding, and file management

Cost Control & Purchasing Support

- Assist with job cost tracking, variance analysis, and financial reporting



- Create and manage variance purchase orders and supporting documentation
- Maintain scopes of work, construction specifications, and procurement data
- Lead monthly project billing process for each project

Scheduling, Reporting & Systems

- Track and report key production metrics including cycle times, starts, and completion milestones
 - Manage construction start processes and permit tracking/reporting
 - Maintain accurate purchasing and vendor data within internal systems
 - Ensure alignment between preconstruction budgets, purchasing contracts, and field execution
 - Lead progress meetings with project owners, design teams, and other key stakeholders
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Qualifications

- Bachelor's degree in Building Science, Construction Management, or Engineering preferred
- 2-5 years of commercial or residential construction experience
- Strong experience in commercial, high-volume single-family, or build-to-rent construction environments
- Proven ability to manage schedules, budgets, and multiple concurrent projects
- Understanding of construction documents, scopes of work, and subcontract agreements
- Proficiency with scheduling tools (e.g., Buildertrend, MS Project, or similar)
- Excellent leadership, communication, and organizational skills
- Demonstrated ability to analyze problems, drive solutions, and influence outcomes

What Sets Top Candidates Apart

- Direct experience in commercial general contracting and/or build-to-rent (BTR) or build-for-rent environments
 - Familiarity with owner/operator expectations for unit delivery and lease-ready turnover
 - Strong vendor network and experience optimizing trade partner performance
 - Direct experience utilizing Procore software as a project management and communication tool with project teams
 - Proven track record of providing exceptional client experiences
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About the Company

Jim Chapman Construction Group (JCCG) is a premier Georgia-based lot development and homebuilding general contractor, with a specialized focus on Build-to-Rent (BTR) communities.

<https://jimchapmanconstructiongroup.com/>