

Job Title: Project Coordinator

Location: Magnolia, TX – On-Site

Company: High Meadow Development Company, LLC

About Us:

At **High Meadow Development**, we have spent decades building communities where families can thrive and flourish. That same passion for creating lasting legacies extends into our wider family business portfolio, which includes real estate, investments, and other ventures. We are a family-owned company that values trust, integrity, and long-term relationships — both in the communities we develop and within our own team.

Job Summary

The **Project Coordinator** will administratively oversee multiple operations projects simultaneously. Serving as the central administrative and operational hub, you will ensure documentation is maintained, and communication is frequent with all interested parties. You will also communicate with both operations and accounting departments to ensure both departments have necessary information.

Key Responsibilities

Scheduling & Logistics: Tracking daily crew schedules, equipment allocation, and delivery timelines for residential installs and commercial contracts. Maintain and update master project calendars to ensure alignment across teams.

Procurement & Vendor Coordination: Source and order plant materials, hardscape supplies, and irrigation components. Maintain vendor records, track purchase orders, and ensure timely delivery and accurate invoicing.

Customer Service & Quality Control: Communicate and track in-field updates and manage customer service issues.

Client Communication & Documentation: Serve as the primary point of contact for clients. Provide regular status updates, document communications, manage change orders, and ensure all project records are properly maintained.

Subcontractor Coordination: Schedule and manage specialized trade partners. Track subcontractor agreements, scope of work, and completion timelines.

Administrative & Project Support:

- Process work orders, contracts, and change orders
 - Track job costs, budgets, and purchase records against estimates
 - Maintain organized digital and physical project files
 - Assist with permitting, HOA approvals, and compliance documentation
 - Prepare reports, project updates, and internal communications
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Required Skills & Qualifications

Experience: 2–4 years in landscaping, construction coordination, property management, or a related field with administrative responsibilities.

Administrative & Organizational Skills: Strong ability to manage multiple projects, maintain accurate records, prioritize tasks, and ensure deadlines are met in a fast-paced environment. High attention to detail is essential.

Communication Skills: Excellent written and verbal communication skills, with the ability to document interactions clearly and professionally.

Horticultural Knowledge: Understanding of plant identification, soil types, and irrigation systems preferred.

Blueprint Reading: Ability to read and interpret landscape architectural drawings and grading plans preferred.

Technical Proficiency: Experience with project management and scheduling software, along with proficiency in Microsoft Office for documentation and reporting. Proficient in Microsoft Excel in particular.

Work Environment

Combination of office-based administrative coordination and outdoor site inspections

Requires ability to navigate uneven terrain and work in varying weather conditions

Salary Expectations

\$50,000-\$60,000 annually