

Project Manager

Job description:

- Keep jobs under control – customers feeling safe and informed
- Provide financial reporting (every 2 weeks maximum), including change orders, to customer
- Provide updated schedule every 2 weeks (maximum) to customer
- Create subcontractor bid packages and secure subcontractor quotes
- Obtain project permits
- Purchase finish materials
- Estimate change orders and (occasionally) full jobs when our estimator is booked up
- Conduct regular (timeframe specific to each job) site meetings
- Prepare and distribute meeting minutes (may have help from APM, depending on job size)
- Maintain open and frequent communication with clients, architects, designers
- Maintain open and frequent communication with the site supervisor. Go over budget and schedule with supervisor on a weekly or bi-weekly basis
- Manage punchlist (job supervisor responsible for executing)
- Keep customer payments up-to-date

Job requirements:

- A working knowledge of high-quality residential construction
- Ability to interface effectively with customers, architects, subcontractors, suppliers, inspectors, and employees to move projects forward. Calmly deal with problems, focusing on the solution
- Good organizational skills
- Comfortable with technology and software for tracking budgets and managing projects

- Car and driver's license

S+H:

- Positive work environment
- High-quality work product
- Respected in the industry