

We are seeking a Project Manager with exceptional organizational and communication skills. Candidate must be a self-motivated leader with a desire to collaborate and learn from some of the best builders in the business.

"Project Manager"

Job Description:

Plan, direct, and coordinate activities throughout all phases of multiple home construction and/or renovation projects; overseeing the scheduling, budget and implementation.

Job Duties and Tasks:

- Meet with clients and prospective clients to establish a relationship and provide guidance throughout the building process.
- Estimate job costs through estimates and bids, evaluating and vetting subcontractors.
- Schedule the project timeline based on scope and size in logical steps and allocate the time required to meet deadlines.
- Direct and supervise to maintain project schedule.
- Inspect and review projects on a regular basis to monitor compliance with building, safety codes and regulations.
- Obtain all necessary permits and licenses.
- Take initiative to plan ahead and take action to minimize construction delays.
- Collaborate with clients, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and complex construction elements.

Skills Required:

- Knowledge of materials, methods, and the tools involved in the construction process of houses and commercial buildings.
- Organization and attention to details.
- Diligent time management of one's own time and the time of others.
- Decision maker who utilizes good judgement, discipline and follow through to meet or exceed expectations.
- Excellent communicator (verbal and written).
- Knowledge of construction management processes with some working experience in construction management.
- Microsoft Office suite.
- Some sales experience helpful.

Competitive salary based on experience with bonus structure and benefits.