

Project Manager (PM)

We are currently accepting applicants for a new position in our growing company. If you are seeking an opportunity to join a winning team of professionals who strive to constantly improve and you have both practical construction knowledge and estimating experience then keep reading!

The ideal candidate for this position needs to be a detail & results oriented self-starter with at least 5 years experience in hands-on residential remodeling and/or management in a residential remodeling company. You should enjoy working with deadlines and be process oriented. A background in residential remodeling carpentry and/or residential remodeling estimating is a must. Below are some of the key responsibilities you will be tasked with as a Project Manager.

- Achieve the goals for the project in terms of Budget, Schedule and GQ Score.
- Insure company and customer satisfaction through professional appearance, expert workmanship and polite communication.
- Insure the image of the company is supported by the appearance and activities of the staff and trade partners.
- Create final project schedule. Be responsible for the efficient and profitable use of the company's time, manpower and materials on each project.
- Select trade partners for projects. Ensure scopes are clearly communicated.
- Attend all meetings related to project.
- Meet weekly for Progress Meetings with clients, and receive payments.
- Maintain a project binder while in production. Review budget issues weekly.
- Schedule inspections with County.
- Maintain quality control of projects.
- Approve invoices and receipts for projects.
- Manage client change orders.
- Identify and order all products and materials.
- Schedule job signs to be placed and removed from job sites.
- Meet with Production Manager weekly to review Schedule, Budget and Client relations.
- Seek additional responsibility and guidance from company management as needed to enhance existing skills, learn new skills and create potential for advancement within the company.

Compensation

Project Manager:

- \$54,101 - \$70,720 per year (*\$26.01 - \$34.00 per hour*)
- Current Benefit Package System
 - Bonus pool of 1% GP per job. Divided into 1/3rds & earned separately based on Schedule/Budget/GQ Score. Score based upon job scorecard. Hourly pro-rated bonuses deducted off top.
- Can be assigned to multiple jobs at the same time.
- No hourly pro-rated bonus for working on unassigned jobs.
- Hours are M-F, 7:00-3:30. Does not qualify for overtime. May be required to work outside set hours.

