



Job Title: Project Manager – Home Residential Interior Remodeling

Job Type: Salary
Scheduled Hours of operation: M-F, 8:00 am – 5:00 pm
Pay Range: From \$45,000 a year
Created: 1/5/17
Revision No: 001
Updated 2/5/2021

Primary Purpose

This position requires extensive knowledge of carpentry and interior remodeling process. Your role is to skillfully plan and execute project phases by coordinating schedules, managing budgets and relationships. You will monitor project progression from beginning to end. Candidates should be self-starting and highly motivated, with the capability to operate efficiently in a fast-paced environment. The ideal candidates will have a strong carpentry background, be detailed and organized, team players, and demonstrate the ability to deliver results in high-pressure situations.

NOTE:

1. Pay: BASED ON RELEVANT EXPERIENCE AND WORK HISTORY
2. Must have a clean driving record with no infractions, speeding, or moving violations in the last 3 years. Mandatory license background check required.
3. Must have carpentry tools

High-level Responsibilities:

1. Managing and monitoring projects from pre-construction meetings to completion
2. Analyzing plans and contract documents
3. Writing project schedules to coincide with start and deadlines
4. Providing clients with a single point of contact for all aspects of the project
5. Managing time in the office and the field (50% office / 50% field)
6. Provide leadership to field crews, fostering an environment that promotes safety, teamwork, and discipline
7. Measuring and ordering of jobsite materials such as doors, trim, windows, flooring
8. Building relationships with trade professionals and vendors
9. Analyze and communicate issues as they arise to leadership
10. Suggest new ways of doing business to improve our systems, production, and value to our clients
11. Maintain a professional image to clients and in the community

Knowledge, Skills, Abilities, and Requirements

1. Must have a clean driving record with no infractions, speeding, or moving violations in the last 3 years. Mandatory license background check required.
2. A willness and drive to succeed
3. Strong working knowledge of carpentry and the overall residential remodeling procedures and safety requirements
4. Able to provide excellent customer service while managing demanding clients
5. Excellent communication, analytical, leadership, interpersonal, problem-solving, and organizational skills
6. Confidence inspecting, writing change orders, and collecting money for changes
7. 2+ Years of prior Project Management Experience in remodeling or as a Lead Carpenter is preferred but not required
8. Must have carpentry tools

Benefits:

401(k)
401(k) matching
Dental insurance
Employee discount
Health insurance
Life insurance
Retirement plan
Vision insurance

Schedule:

10 hour shift
8 hour shift
Day shift
Monday to Friday

Education:

High school or equivalent (Preferred)

Experience:

Construction Experience: 2 years (Preferred)

Customer service: 2 years (Preferred)

License/Certification:

Driver's License (Required)

COVID-19 considerations:

We comply with all local and federal guidelines regarding COVID-19 precautions

Benefit Conditions:

Waiting period may apply

Only full-time employees eligible

Reporting Structure

This position reports directly to the Business Operations Manager.