

Project Manager

Job description

As a Project Manager, your responsibilities will include working closely with the customers, organizing and managing multiple projects, estimating, preparing timeframes and budgets. The position is expected to work on the selling phase with clients and assist in initial visits, bid presentations and assisting with financing as needed. It will also involve on-site management of project and interacting with sub-contractors at all phases of new home construction and large remodels.

You will perform various coordinating tasks, like scheduling and product procurement, along with administrative duties. These duties will include maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with subcontractors, clients and teammates to deliver results on time and on budget.

Responsibilities

- Meet with prospective customers
- Manage new home construction projects
- Prepare accurate cost proposals and present them to customers and internal stakeholders
- Coordinate project management activities, resources and information
- Work with clients from selling process on to identify and define project requirements, scope and objectives, financing methods, product selections.
- Make sure that clients' needs are met as projects evolve
- Help prepare budgets, have general business acumen to understand costs, profitability, etc.
- Assist in trade shows and other public facing events as a brand ambassador.
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Monitor hours, plans and expenditures against budget
- Issue all appropriate legal paperwork (e.g. contracts, financing, permits, etc.)
- Ensure standards and requirements are met through field management all the way through to post project follow up with clients.
- Coordinate warranty claims and work as needed.
- Assist with recruitment of sub-contractors and experienced trades.

Requirements

- Proven work experience as an Estimator, Project Coordinator, Project Manager or similar role in new construction, residential remodeling or construction.
- Experience in project management, from first contact to post project follow up.
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity with risk management and quality assurance control
- Familiarity with the selling process is critical.