



Project Manager

We are searching for our next Construction Project Manager to join our team! This position is responsible for the management, coordination, and supervision of all aspects of new home construction. The ideal candidate will have a background in residential construction with experience in project supervision and/or management.

This is a great fit for someone who knows construction, takes pride in delivering a finished product that's done right, and genuinely enjoys working with people.

GENERAL RESPONSIBILITIES

- Provide continuity of an excellent customer experience through construction
- Manage the construction timeline and schedule for 10-15 homes at a time using the company's construction software
- Review the plans and specifications for each home and ensure construction is completed per those documents
- Coordinate with vendors to ensure the timely completion of activities
- Communicate with the customer as their main point of contact throughout the home's construction
- Punch-out homes at various stages of construction to identify vendor errors and plan problems
- Identify errors in construction or plans and communicate with management and the customer
- Process change orders and ensure they are communicated to vendors
- Review invoices for completed work and identify items to be back-charged to other vendors
- Facilitate customer meetings during construction, including home visits, electrical walk-through, and homeowner
- Maintain job site cleanliness and upkeep
- Perform other related duties as assigned by management

JOB QUALIFICATIONS

- Education: Bachelor's Degree in a related field preferred but not required
- Experience: 2-4 years of Residential Construction or related experience
- Advanced construction knowledge, including scheduling skills
- Written and verbal communication skills
- Great customer service skills
- High attention to detail



- A positive attitude and being a team player
- Self-motivated and goal-driven
- Functional computer skills in applicable programs (Word, Excel, and Outlook)