



Project Manager Job Description

The role of Project Management is a full time position with the responsibility of facilitating a quality experience for our client as their home, or business, is being built or renovated. The role of the Project Manager is also to act as the head of a Production Team. Annual salary ranges from \$37,000 - \$64,000 based on experience and expertise.

Key Management Responsibilities include – yet are not limited to:

- Communication with the client
- Set and manage client expectations
- Coordinate with Office Manager on administrative details
- Coordinate with Office Manager on invoices and weekly reports
- Coordinate with Office Manager on insurance for projects
- Coordinate with Office Manager to secure Trade Contractor Agreements
- Create and manage a Gantt chart timeline with a defined critical path
- Create and manage a Quantitative budget
- Administer and manage company processes and systems (Example – weekly jobsite checklists on Smartsheet)
- Coordinate details and information between client, office and jobsite
- Quality control and performance requirements
- Define scope of work for staff and team on the jobsite
- Provide administrative clarity for their production team
- Act as a “Big Brother” to members of their team, and provide needed monitoring and mentoring
- Retain proposals and quotes from sub-contractors, vendors, ect...
- Administer and manage contracts from sub-contractors, vendors, ect...
- Administer and manage safety guidelines and protocol
- Provide Kevin Troyer updates on the project through regular meetings and details upon request
- Model the company’s positive culture in a way that inspires and encourages those we encounter and work with.
- Operate in a sales and marketing role for new clients and opportunity for the company



Knowledge and Skills Required – yet not limited to:

- Consistent positive attitude
- Strong Communication skills
- Thorough understanding of construction methods and procedures
- Thorough understanding of local and state building codes
- Thorough understanding of methods and procedures unique to the mountain climate and terrain
- Proficient computer skills – manage email accounts, organize and manage files, operate smartphone's and iPad, ect...
- Able to proficiently operate Excel Spreadsheet, Word programs and SmartSheet
- Minimum, 7 years of construction leadership and client experience

Qualitative Attributes Required – yet not limited to:

- Ability to plan and organize a team effort
- Ability to build goodwill and credibility with coworkers and clients
- Ability to inspire, motivate, lead and boost morale
- Effective time management skills
- Ability to make and prioritize decisions logically and methodically
- Capacity to authentically manage pressure and stress
- Proficient in modeling, and inspiring others to achieve, our “Leadership Values and Targets”. See last page of the Team Member Handbook.

Key Roles of Project Manager:

- Communication with the client (defining expectations)
- Create and manage the budget
- Create Timeline / Schedule
- Define scope of work and expectations for the field
- Maintain administrative clarity for the client and their team
- Provide a positive and empowering working environment for their team

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