

RESIDENTIAL CONSTRUCTION PROJECT MANAGER **specializing in additions and remodels**

Job Description: Reporting to the Production Manager, the Project Manager is responsible for productively managing multiple projects concurrently and completing each assigned RESIDENTIAL REMODELING project on budget and on schedule while maintaining a good relationship with the client. The Project Manager responsibilities include but are not limited to:

creating a schedule for each job

supervising the lead carpenter and crew

scheduling and supervising subcontractors

ordering materials

visiting each active job site daily

monitoring and approving expenses/invoices

holding weekly meeting with customers

preparing change orders, invoicing customers and collecting payments.

PLEASE NOTE: This is NOT a remote or hybrid position.

The ideal candidate will:

- Have a minimum of 5 years of experience managing multiple concurrent RESIDENTIAL REMODELING projects
- Have 6+ years field experience as a residential carpenter
- Be able to efficiently read and interpret blueprints, truss drawings, site surveys, and material specifications
- Have experience estimating and can manage jobs by the numbers
- Be computer proficient in QuickBooks, Outlook, Excel, Word
- Have good analytical skills, able to make decisions and solve problems
- Have excellent organizational skills and ability to multi-task
- Be detail oriented while keeping an eye on the big picture
- Have good follow through and follow up; be completion-oriented and deliver on commitments and promises
- Have a clean background check, valid driver's license and clean driving record

Advantages of working for our Company:

- Paid holidays, vacation, and PTO
- Great health, dental, short- and long-term disability insurance benefits
- Matching Simple IRA benefit, profit sharing and more
- Good work/life balance

Salary: \$80,000 - \$90,000 based on experience

Job Type: Full-time

Schedule: Monday to Friday

Education: High school or equivalent (Preferred)

Experience Required:

- Construction Project management: 5 years (Preferred)
- RESIDENTIAL carpentry: 6 years (Required)

License/Certification: Driver's License (Required)

Work Location: Kirkwood, MO