

## **Highmark Builders Project Manager**

We are seeking a proactive individual who will work directly with our sales staff and clients to move custom home builds and remodels from start to finish. The Project Manager will ensure that each project's scope is completed in an efficient manner, that workmanship meets our quality standards, and budgets are maintained. He or she will coordinate Highmark carpenters and subcontractors and remain in constant communication with clients. The project management goal at Highmark Builders is to achieve the highest level of homeowner satisfaction and maintain project profitability.

Highmark Builders provides high-quality custom home build and remodeling services. We help our clients make their dream home a reality. From our design team to our carpenters, everyone is dedicated to executing the highest level of craftsmanship in our industry. We are proud to be a locally owned business, building trust in our clients and community.

### **Responsibilities:**

Constantly communicate project activity and timelines with clients, job supervisors, design team and trade partners/suppliers

Utilize BuilderTrend to communicate with clients and subcontractors

Maintain construction knowledge to a degree in which it can be communicated confidently to clients and allow for efficient communication with subcontractors

Set realistic expectations with homeowners regarding schedule, construction process, and completed product

Make sure clients attend meetings and make timely selections with design team

Assemble, communicate, and carry out accurate schedules

Organize project schedules and details in a way that allows for quality management of maximum workload.

Intelligently and resourcefully manage and solve problems whether they are structural, aesthetic, or interactive

Understand each projects budget and find a way to stay under it for the defined scope of work

Manage each projects budget projection

Work closely with estimators to ensure project scopes and estimates are accurate

Ensure change orders are created and approved before their scope is underway

Must remain proactive in moving each project from start to finish

Secure all necessary permits

Schedule all necessary inspections

Lead, manage and hold accountable job supervisors and field staff

Participate in weekly labor meetings

Assist in collections of receivables from clients and insurance companies

**Qualifications:**

Exemplify the 5 Core Values of Highmark

Trustworthy

Intentional

Driven

Humble

Wise

5+ years of project management experience

Knowledge of construction methods

Highly motivated and organized

Experience producing and maintaining project schedules

Able to work with a team

Excellent customer service and communication skills

Maintain organization while working on multiple restoration projects at once

Experience with Microsoft Office software, BuilderTrend and Sage

Valid driver's license and clean driving record

**Benefits:**

Competitive wages

Paid Vacation

Paid Holidays

Paid Sick Leave

Medical Insurance- company pays 100% of employee-only premium on lowest cost plan

Dental Insurance

Vision Insurance

401(k)

Profit Sharing