

BALSITIS

CUSTOM HOMES • RENOVATION • CONTRACTING

Project Manager Job Description

Overview: The Project Manager is responsible for planning, overseeing, and leading projects from ideation through completion. This role requires a wide range of interaction and managing several moving parts simultaneously.

Hours: 7 a.m. -5 p.m., Monday-Friday

Rate of Pay: Based on experience

Responsibilities/Duties:

- Lead project planning sessions
- Work with Subcontractors and Selections Coordinator to receive bids for each client
- Coordinate staff and internal resources
- Manage project progress and adapt work as required
- Ensure projects meet deadlines
- Manage relationships with clients and subcontractors
- Design and sign off on contracts
- Oversee all incoming and outgoing project documentation and uploading into BuilderTrend (construction management software)
- Conduct project review and create detailed reports for executive staff
- Optimize and improve processes and the overall approach where necessary through Buildertrend
- Work with the receptionist to secure growth opportunities and initiate new projects
- Assist Balsitis Contracting staff with miscellaneous tasks
- Manage budget for each job

Qualifications/Skills:

- Proficient in Microsoft Office
- Able to plan, organize, and supervise multiple projects
- Punctual and reliable
- Strong communication skills
- Detail Oriented