**Position: Project Manager**

Job Description

Project managers are responsible for overseeing the scope, schedule, and budget of the project. In this role, your will plan, execute, and finalize projects according to the schedule while keeping within budget.

Your goal is to supervise projects and subcontractors, while maximizing profit of jobs while maintaining quality agreed to in our contract. You will have incentives that align with this goal.

Current Responsibilities

* Plan and coordinate all aspects of assigned construction projects, ensuring completion of scope
* Complete assigned projects either on schedule or within budget, based on priority given for project
* Documenting the required construction compliance for the program
* Subcontractor coordination
	+ Scheduling sub
	+ Creating trade specific scopes of work
	+ Getting quotes from subs\*
	+ Ensuring quality standards from subs
	+ Maintaining relationship with subs
* Coordinating the purchase and delivery of specialized material
* Executing change orders from original scope of work
* Maintaining adherence to Shepherd’s safety standards
* Creating project schedules
* Establishing job processes (RFI’s, submittals, and pay applications) including approving pay applications and negotiating subcontract change orders

Software competencies

* Email – Microsoft Outlook
* Operations – Builder Trend
* Communications – Sales Force
* Estimation – Xactimate (familiarity)