

Job Description for:  
**Multifamily Project Manager**

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**Job Summary**

This individual leads the company's multifamily project efforts from contract execution to completion. While managing costs, design tracking, scheduling, permits and contract compliance.

**Responsibilities**

- Customer reporting and leading regular customer meetings.
- Prepare agendas and maintain meeting minutes.
- Develop and maintain permitting and design checklists.
- Manage municipal relationships and comply with project requirements.
- Manage and forecast project costs accurately.
- Project buyout and subcontractor bid analysis.
- Prepare subcontractor agreements and change orders.
- Develops cost information to assist owners in making decisions.
- Collaborate with engineers, architects, owners, and coworkers to discuss projects and resolve issues.
- Work closely with site superintendents to establish and maintain project schedules.
- Review and approve subcontractor invoicing.
- Review customer invoicing.
- Maintain positive relationships with customers, subcontractors, suppliers and coworkers.
- Documentation of important project events

**Competencies**

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| Creative      | Utilizes divergent thinking to generate creative ideas by exploring many possible solutions. Demonstrated ability to collect information, develop plans and conceive creative solutions to customers' needs. Applies "fresh" thinking to repetitive assignments. |
| Competitive   | Driven by the desire to assemble the most cost effective solution to a customer's needs within given quality and scheduling objectives.  |
| Organized     | Utilizes strong organizational and planning skills. Experienced at simultaneous coordination of multiple projects.   |
| Communication | Displays strong written and oral communication skills and employs effective listening skills. Keeps others informed of important project   |



details. Gives clear direction to other team members. Capable of participating in presentation of estimates to prospective clients.

Problem Solving	Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs. Displays the foresight to predict problems and implements solutions.
Interpersonal Skills	Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities. Capable of developing trusting relationships with a wide variety of individuals.
Leadership	Demonstrated ability to give direction to support staff, design professionals and subcontractors.
Customer Relations	Displays a passion for Customer Delight

**Education & Experience**

- Bachelor's degree in a construction related field required.
- A minimum of 10 years of experience with a reputable commercial contractor. Design-build experience preferred but not required.
- Multi-Family experience required.
- Experienced in managing multiple projects.

**Personal Profile**

- Humbly Confident
- Exhibits Integrity
- Desires to be part of something special
- Serves the customer above all else
- Treats others with respect
- Makes it better for others
- Self-Motivated