

WE ARE HIRING |



PROJECT MANAGER

SALARY

\$70,000 - \$90,000
based on experience

BENEFITS

Healthcare, 401k,
Paid time off

JOB TYPE

Full time

OUR VISION

Our vision is to create Zero Energy Ready villages and homes for Twin Cities' families seeking sustainable and environmentally conscious housing. GreenHalo homes are constructed to exact standards using sustainable materials with an eye toward resource conservation. Every home ensures its family clean indoor air, exceptional energy efficiency, low-maintenance upkeep, plus the tools to achieve a Zero Energy Ready home and remove the financial burden of recurring energy costs altogether.

JOB DESCRIPTION

We're looking for a Project Manager that puts culture as a top priority. We are a fast-growing GreenBuilder located in Stillwater, MN. GreenHalo Project Managers are instrumental in the development of our sustainable homes. Our crew works hard, works as a team, and does whatever is needed to deliver exceptional builds on schedule. We want to enjoy the journey of moving forward together while providing essential experiences to help your future.

REQUIREMENTS

- Required to have at least 1-year experience
- Must have the ability to read blue print and architectural plans
- Reliable transportation
- Needs to show creativity and commitment to quality

RESPONSIBILITIES & DUTIES

To be successful as a Project Manager, you must be committed to these 5 major roles.

1. CUSTOMER RELATIONS

- Meeting with clients to discuss essential design aspects
- Creating design sketches to present to clients
- Creating project timelines and sharing with clients
- Ability to quickly understand, analyze and respond to client requests
- Openly communicate with clients and team members to execute projects on the field

2. CONTRACTOR RELATIONS

- Project Management
- Maintain quality control and safety standards
- Keep jobs on task and schedule
- Openly communicate with contractors on the field
- Ability to assist all contractors as needed

3. WARRANTY EXECUTION

- Meet with clients to discuss and review warranty items
- Ability to quickly analyze and respond to all warranty items
- Communicate with clients regarding execution plan
- Adaptability to take direction from clients and team members
- Understand how to operate and use the Buildertrend warranty system

4. NEW CONSTRUCTION

- Ability to read and analyze architectural plans
- Must carry a wide variety of tools and equipment daily
- General understanding of State and IRC building codes
- Ability to think outside the box and use creativity
- Creating material lists and ordering

5. REMODEL CONSTRUCTION

- Ability to read and analyze architectural plans
- Must be capable of creating material lists and ordering
- Open communication to clients through remodeling
- Coordinate with trades relating to each remodel
- Must enforce safety and quality control regulations

If you're interested in working with an Award-Winning Green Builder, please connect with John Sharkey - John@greenhalobuilds.com