



Position Summary: The **Project Manager** position reports to the Director of Project Management and is responsible for the overall success of a designated portfolio of residential construction projects. This includes serving as the primary liaison with the customer, delivering a high level of customer satisfaction during the term of the project, as well as adhering to JMR core processes and partnering with various internal resources to ensure on-time, on-budget delivery.

Core Job Responsibilities:

- Own the customer relationship:
 - Develop and maintain a strong relationship with open lines of communication with the customer and if applicable the outside design firm.
 - Serve as the lead “Problem Solver” during the duration of the project.
 - Make recommendations to enhance project outcome and look for opportunities to “upsell.”
 - Serve as JMR’s “Quarterback” for all resources that need to come together to deliver a successful project outcome for the customer.
 - Be proactive in facilitating a smooth hand-off to the M & E Team in advance of project completion.
- Manage the project to on-time delivery:
 - Work with Sales and Design to ensure project plans are accurate and complete.
 - Obtain all necessary permits and other paperwork.
 - Partner with Procurement Dept. to ensure all material is ordered on a timely basis.
 - Provide any necessary direction and act as a sounding board for PC’s and Supervisors during the term of the project.
 - Directly manage subcontractor activity - coordinate all scheduling.
 - Participate in team meetings to facilitate company-wide schedule and project management.
- Manage the project to budget:
 - Work with Sales and Design to ensure project estimate/budget is complete and accurate.
 - Monitor and manage actual costs to budget (materials and labor)
 - Identify “scope creep” and ensure timely implementation of applicable change orders.
 - Timely communication of project status to ensure timely invoicing.
 - Ensure project file is complete - signed contracts, lien disclosures/waivers, etc.

Qualifications:

- Minimum of 5 years of construction project management experience preferred.
- Fundamental knowledge of plant material, installation standards and hardscape installation required.
- Some supervisory/management experience preferred with an ability to provide clear direction to and manage resources in the field.
- Strong communication skills and team orientation. Self-starter and results oriented!
- Proficient in Microsoft Office and Aspire; experience reading construction plans and CAD drawings.
- Ability to work some evenings and Saturdays, as needed.