

The House Manager

Started 2017

Who We Are

We are a growing full-service home services company that serve customers that have more demands on their time than hours in their days.

We provide the following Home Services to our very busy clients:

- Home Improvements
- Home Maintenance
- Home Remodels
- Home Repairs

How Can You Grow

We have been in business for over 4 years and are continuing to grow every day. Our culture is that of innovation, having a growth mindset and team inclusion. As a part of our team, we want to hear your ideas on how we can continue to improve, create a growth plan so that you can advance in the company.

Project Manager

Project Manager

Reports To

The project manager will report to General Manager.

Job Overview

The project manager is responsible for planning and overseeing a specific project or a wide range of different construction projects from beginning to end. The ideal applicant will be highly organized, with the ability to plan ahead and multitask in order to meet deadlines and keep projects under budget.

Responsibilities and Duties

Management

- Making sure projects are completed in a timely manner
- Ensuring projects are completed within budget
- Determine the necessary equipment, materials, and manpower needed
- Organizing & planning projects
- Creating project plans

- Site supervision
- Concerned with all issues related by project
- Sorts issues out with client & trades
- Controls quality of projects
- Keep all stakeholders aware of the progress on projects regularly

Coordinator

- Supervises the day-to-day execution of the projects
- Makes sure the trades get the work done
- Makes sure the in-house staff gets the work done

Qualifications

- Must be very personable and client oriented
- Must have great organization skills and computer skills
- Must be able to listen to our clients needs & relay them to management when needed