



Residential Construction Project Manager – Mountainwood Homes, Inc

Beaverton, Oregon

Job Description:

Award-winning, residential design/build construction company is looking for an experienced Project Manager to join our team! A motivated worker with construction knowledge and great communication skills will find that this role offers the right amount of challenge and reward.

As a Project Manager, you will oversee multiple remodeling and/or custom home projects, maintain timeline, budget, and quality standards. The role involves daily interaction with teammates, homeowners, and trade partners to complete projects on time and within budget. You are on the front lines of ensuring our clients have the very best experience while bringing their project to life.

- Do you enjoy communicating & working directly with homeowners – *most important*
- Do you thrive in a fast-paced work environment where you get things done and produce results?
- Are you able to prioritize and manage time while maintaining accuracy and attention to detail?
- Do you possess a can-do attitude, are reliable and know how to be a team player?

If you answered “yes” to these questions, we would love to meet you!

Skills & Minimum Requirements:

- 3-5 years of experience as Site Supervisor or Project Manager of residential construction
- Excellent customer service skills and a professional appearance (company logo apparel provided)
- Ability to effectively communicate, both written and verbal, in a professional manner
- Valid driver’s license, reliable transportation, and pass a background check
- Ability to work independently and maintain a consistent 40-hour workweek
- Perform physical labor
- Proficient in typing internal and external correspondence
- Proficient in Microsoft programs and construction software, i.e. Buildertrend (or ability to learn it quickly)
- Bilingual preferred, but not required
- Skilled at creating and maintaining daily logs and organizing paperwork for multiple projects at a time
- Ability to adjust and be flexible to sudden demands with a “go above & beyond” attitude

Responsibilities:

- Provide excellent client experience throughout the project to ensure repeat business and client referrals
- Be extremely detail-oriented
- Possess an understanding of the entire home building process from initial sales meeting through final warranty administration
- Maintain a clean job site to the highest possible standard
- Possess a problem-solving outlook and the drive to bring the project in on time and within budget
- Utilize construction scheduling software and technology to manage multiple projects from start to finish
- Ability to supervise the work of others and verify quality on the job site

- Understanding permitting process and working with building officials
- Ensure company policies, procedures, OSHA, and safety guidelines are met
- Ability to read and understand construction drawings & specifications
- Create drawings and diagrams as needed
- Work closely with in-house designers to ensure detailed specifications are completed in the field
- Accountable for proper and accurate documentation of multiple projects, including timekeeping, change orders, materials ordered, safety records, changes of scope, inspections, etc.

Compensation:

Full-time position

Excellent compensation

Med/Dental/Vision benefits

401K

Vehicle allowance

How to Apply:

Applicants interested in applying for this position should apply via email ONLY. No recruiters, please.

*Please send your resume in Word or PDF format to **HR@mountainwoodhomes.com** using "Project Manager" in the subject line of email.*

You can view our website at www.mountainwoodhomes.com