



JOB DESCRIPTION

Job Title: Project Manager

Reports To: Director of Construction

Overall Goal:

J9 HOMES is seeking a Project Manager (PM) with a deep understanding of residential construction to lead and oversee projects from planning through completion. The ideal PM is detail oriented, proactive and thrives in a fast paced, client focused environment. Additionally, our successful PMs are fun and enthusiastic J9 HOMES team players with a “can do” attitude so as a company J9 HOMES consistently delivers projects on schedule, on budget and with an elevated level of customer service. A successful PM ensures J9 HOMES’ projects are completed to the highest of standards in a timely and professional manner.

Job Responsibilities:

- Executes on all project management activities and processes for assigned jobs
- Provides clear, daily communication to the J9 HOMES team, clients, subcontractors, suppliers, etc.
- Proactively collaborates with architects and designers to execute on project vision
- Manages the *Change Order* process from pricing to documented client approval
- Responsible for the success of projects, including project planning, safety and general oversight
- Delivers projects on time by setting and meeting critical milestones, while tracking to the budget
- Performs weekly quality control inspections and site condition evaluations
- Prepares and manages detailed construction schedules, including updates based on material availability and selections, scheduling of trades/suppliers/subcontractors, change orders, etc.
- Orders and receives necessary materials to complete projects and assists in identifying lead time and back-order issues to establish procurement priorities
- Coordinates and leads J9 HOMES project meetings, records meeting notes and follow up items, and executes against these
- Manages project costs. Reviews receipts and invoices on a weekly basis and logs accordingly
- Executes the punch process for effective project close out including team and client walkthroughs
- Conducts project close activities to ensure completion and provides warranty/follow-up procedures

Skill Set:

- 5+ years of experience in residential construction project management
- BS or BA degree preferable in construction management, or equivalent experience
- Ability to read and interpret project related documentation including but not limited to architectural plans, engineering specifications, cabinet drawings, appliance/plumbing/lighting/hardware specifications, design concepts, etc.
- Proactive, flexible, team player who is comfortable working in a small company environment with the ability to work independently and within a team
- Strong attention to detail, organized, with excellent time management skills in a constantly evolving environment
- Well developed analytical and decision-making skills with the ability to be proactive, anticipate problems in advance, troubleshoot and execute on a solution before a crisis arises
- Capability to adapt to changing priorities
- Highly motivated, self-starter with the desire and ability to proactively improve processes
- Effective at multitasking and able to take on additional responsibilities as required
- Ability to communicate ideas and issues in a positive and professional manner
- Excellent verbal and written communication skills
- Ability to interact seamlessly and professionally with clients, designers, trades, architects and internal team members.
- Strong computer skills including Google suite, Microsoft Office and BuilderTrend
- Open and able to receive coaching and feedback

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