



Project Manager

Position Profile

Full Time

Are you looking to join a successful company with a great culture and does the opportunity to get involved in the project management of residential remodeling projects intrigue you? Are you organized, thorough, and do you have excellent communication skills? Do you take pride in providing exceptional client service? If you answered yes to these questions, please read on as this may be the place for you.

A little about our company. Lee Kimball is a well-established design and construction firm and we have been in business for over 80 years. We think a home should deliver joy, day after day, year after year. We embrace creativity, quality, full service, and accountability in everything we do. We are passionate about transforming homes and the lives of the people who live in them. We have the same passion for our team, the people who make it all happen.

Here is more about the position. The Project Manager will work closely with the Lee Kimball team and our clients to execute and deliver quality renovation projects on time and on budget. We are looking for an individual who aligns with our core values including positive attitude, accountability, respect, communication, excellence, and exceptional client service. The Project Manager will execute the following functions:

- Work closely with Project Designers to become familiar with projects in design and assists in strategizing to ensure design concepts are buildable.
- Coordinate and conduct site visits to document existing conditions and note all pertinent information.
- Prepare bid packages for Trade Partners & Vendors, coordinate job-site visits and secure bids/proposals.
- Develop project schedules, estimates and project pricing.
- Coordinate Hand-off Meetings, Site-check Meetings and Preconstruction Meetings and distribute notes
- Attend weekly site meetings throughout construction and coordinate schedules with Lead Carpenters, Trade Partners and Vendors.
- Ensure Meeting Minutes are distributed after weekly site meetings and distributed promptly with action items and deadlines noted
- In coordination with the accounting ensure that all client Payments and Change Orders are kept current and approved by Clients

- Verify the accuracy of all billing invoices, approve & properly code each invoice and send to accounting for timely processing.
- Coordinates Remaining Items for projects nearing completions and Warranty Items within one year of closing a project
- Respond to all warranty claims and ensure requests are addressed promptly

Qualifications:

- Five or more years of experience in project management, estimating, scheduling, and supervising residential construction projects.
- Good oral/written communication skills. Ability to interact and communicate well with coworkers, subcontractors, and clients.
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
- Competency with PC-based scheduling, estimating and software applications.
- Valid driver's license and safe driving record.

Essential Attributes/Skills:

- Excellent communication skills; oral, written and interpersonal
- Attention to detail and demonstrates good problem-solving skills
- Takes ownership of responsibilities
- Organized, thorough and plans ahead
- Ability to prioritize job responsibilities and meet deadlines
- Works well independently and with a team
- Can-do attitude and willingness to put in the extra effort

Lee Kimball is a family-owned residential Design-Build firm and was established in 1940. Our mission is to enhance the quality of our clients' lives by providing the best possible experience and outcome in the transformation of their home.

If you are interested in this position, please send your resume and a cover letter describing why you believe you would be fit for the position and our company. Send to bjohnson@leekimball.com