



# Project Manager

## Full Job Description

This is an immediate opening for a Project Manager with a minimum of 3 years of experience and requires U.S. citizenship. The Project Manager will oversee both on and off-site functions while maintaining direct contact with customers and sub-contractors. The Project Manager will oversee the complete roofing process from pre-install through the completion of the project. This position will work closely with other construction personnel as well as Phelps Brothers Roofing in-house Salesman and other staff to facilitate proper management of both residential and commercial projects, often on a fast-track basis. The work involves subcontractor coordination, contract management, construction scheduling, customer relations, quality assurance and enforcement of safety policies.

## Qualifications

- Minimum 3 years of construction experience.
- High School diploma with some College or Trade School
- Must be a U.S. citizen. Bilingual a plus
- Hands-on field management experience
- Must be motivated, detail oriented, responsible, punctual, and possess excellent written and verbal communication skills
- Must work well in team environment yet also be able to work independently with minimal supervision
- Must have a valid NYS Driver's License
- Must be able to tow a trailer daily with a company vehicle

## Responsibilities:

- Work well with the Salesmen and Office Staff
- Effectively communicate and negotiate with customers and sub-contractors.
- Facilitate, coordinate, and manage all project aspects
  - Schedule projects
  - Communicate expectations to the Foreman
  - Conduct project meetings with the customers and Salesman as needed
  - Control Costs
  - Proper documentation

## Compensation:

Compensation is based on experience.