



Annapolis area homeowners call Bohan Contracting when they want their home improvement projects done the right way. Our team of construction experts bring over 100 years of combined experience building, remodeling, and renovating homes around greater Annapolis. On every job we provide homeowners with honest pricing, outstanding communication, and a 100% project satisfaction guarantee.

We're growing and need to hire an experienced **Project Manager** in **Annapolis, MD** to oversee high-end and custom residential construction projects. We are seeking a knowledgeable team player who puts customer service and attention to detail first, works well with others, effectively communicates, and respects our process and values in order to get the job done. This full-time position reports directly to the Senior Project Manager.

#### **POSITION OVERVIEW**

The Project Manager is responsible for overseeing and coordinating all of the administrative aspects of one or more projects from permits through completion. This role requires having the confidence and ability to coordinate multiple details with various team members including the Customer, Architect, Vendors, & Subcontractors on a daily basis.

#### **Position Responsibilities**

- Professionally represent the Bohan principles of honesty and integrity
- Interface with Estimating/Sales personnel in the preparation of work orders on all new projects
- Maintain constant communication with property owners
- Schedule the completed work order to include: pre-construction on-site meeting when appropriate, sequencing, timing, master scheduling, and trades assignments
- Start the job in a timely manner
- Schedule inspections
- Administer work orders
- Inspect all assigned projects for progress
- Maintain documentation on personal inspections and project flow
- Maintain professionalism with project conditions: (i.e.: workmanship, homeowner relationships, safety, cleanliness, and tradespeople conduct)

- Manage job to speedy conclusion
- Interface with team via email regarding project progress, completion, and conditions
- Professionally handle any and all complaints
- Manage punch list completion, obtain completion certificate, and collect funds if available

**Position Requirements:**

- At least 1 years of experience managing high-end residential construction projects
- Successful candidates will be highly organized and have experience with understanding and managing project quality, schedule, and budget expectations
- Knowledge of residential construction methods & materials
- Proficient in using the Google Suite
- Excellent written and verbal communication skills for clearly & effectively communicating with Production Manager, Project Managers, Contractors, Clients, and Designers
- Ability to be a team player performing various production support tasks
- A valid driver's license and reliable transportation
- Able to commute to Annapolis, MD on a daily basis where the company office and projects are located

**Compensation and Benefits:**

- Competitive base salary based on experience
- Monthly car, cell phone, and gas allowance
- Health insurance that is 100% paid by Bohan
- Three weeks of PTO