



Junior Construction Project Manager

Position Summary

The Jr. 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, daily.

It is required for this person to work in the Annapolis, MD office location and travel to job sites and vendors in the area.

We are willing to consider candidates without construction project management experience but with some knowledge of residential construction or a college degree in project management.

Essential Duties and 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 on time
- 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 a speedy conclusion
- Interface with the team via email regarding project progress, completion, and conditions

- Professionally handle any complaints
- Manage punch list completion, obtain completion certificate, and collect funds if available

Qualifications (Knowledge, Skills, & Abilities)

- 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
- Excellent written and verbal communication skills for clearly & effectively communicating with Production Manager, Project Managers, Contractors, Clients, and Designers
- Ability to independently prioritize tasks and manage time while juggling multiple tasks and responsibilities
- Ability to be a team player performing various production support tasks
- Must be flexible, coachable, and responsive to feedback
- A high degree of accountability in self and others
- Ability to work well under time constraints in a fast-paced, collaborative industry
- Proficiency in Google Suite or Microsoft Office

Education and Experience Requirements

- We are willing to consider candidates without construction project management experience but with some knowledge of residential construction or a college degree in project management

Other Requirements

- A valid driver's license and reliable transportation
- Ability to travel to job sites and vendor locations in Annapolis, Maryland, and surrounding areas