



Senior Manager, Preconstruction and Design

Position Summary

The Senior Manager of Preconstruction and Design will assist the VP of Production to oversee the pre-construction efforts to help facilitate project success. In addition, they will be responsible for building rapport and serving as a point of contact for clients while troubleshooting escalated issues and delegating solutions. The Senior Manager of Preconstruction and Design will also oversee direct reports, which will manage the administration of several projects.

This position is required to work in the Annapolis, MD office location. However, some flexibility of working remotely can be discussed after 90 days of full-time employment and when the new hire training has been fulfilled.

Essential Duties and Responsibilities

- Assist the VP of Production with client and personnel management
- Creatively troubleshoot escalated issues
- Create and document new processes and procedures
- Prepare and present updates and proposals to clients and staff
- Conduct in-person customer and project management site visits
- Participate in interviewing, hiring, and training new employees
- Provide general project management support

Qualifications (Knowledge, Skills, & Abilities)

- Knowledge of residential construction project scopes and pricing
- Possession of a solution-oriented mindset with willingness and enthusiasm to troubleshoot and create solutions
- Ability to delegate tasks appropriately
- Strong time management and follow-up skills

- Clear and concise verbal and written communication skills
- Ability to present and lead client and staff meetings
- Proficiency in Google Suite (Gmail, Google Docs, Google Sheets, Google Slides), and Microsoft Office (Sway, Word, Excel, PowerPoint)

Requirements (Education and Experience)

- At least five years in residential construction support or management
- At least two years of employee management

Other Requirements

- Ability to commute to the Bohan office in Annapolis, MD
- Travel to local job sites and vendor locations will be needed 5-10% of the time