



## Construction Project Manager

Bohan is hiring an experienced **Construction Project Manager** responsible for overseeing and coordinating all administrative aspects of one or more projects from permitting 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.

This position is required to work in the Annapolis, MD office location, traveling to job sites and vendors within a 5-10 mile radius. Experience managing general contracting of residential construction/remodeling projects is required.

### 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 projects 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., homeowner relationships, safety, cleanliness, and tradespeople conduct)

- Manage the 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
- Acting as a team leader and assisting other project managers, especially when troubleshooting a customer need

## Position Requirements

- At least five years of experience managing residential construction and remodeling projects
- Proficiency in Google Suite and Microsoft Office, including the use of spreadsheets
- Highly organized with experience understanding and managing project quality, schedule, and budget expectations
- 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
- Ability to work well under time constraints in a fast-paced, collaborative industry

## Compensation

- A competitive base salary based on experience
- Potential annual bonus based on company profitability
- Monthly allowance toward auto, fuel, and cell phone expenses

## Benefits

- Three weeks of PTO

- Paid Holidays
- 100% employer-paid healthcare plan for the employee, and a portion of the plan is paid for dependents.