

HENDEL

BUILDING • RENOVATIONS • HIGHLY DETAILED RESIDENCES

To apply, please submit your resume along with a cover letter highlighting your relevant experience to info@hendelhomes.com.

Project Manager Assistant

Selections:

- Review and create Selection Schedules for projects.
- Collaborate with Interior Designers and Architects to collect and order materials.
- Coordinate with Trade Partners to manage selection information and ensure readiness for implementation.
- Import all selections into Buildertrend.
- Establish and meet deadlines for selection schedules to maintain project timeliness.
- Generate Purchase Orders for subcontractors with clearly defined Scope of Work.
- Track selections and confirm on-site delivery.

Financial:

- Create and approve Purchase Orders; forward invoices to billing@hendelhomes.com.
- Review and organize project invoices for Sr. PM approval; create monthly draws with SOV, RFP, and invoice copies.
- Collaborate with Sr. PM on cost coding and monthly draw input; tie draws to SOV, adjust funds if needed.
- Assist AM in lien waiver collection; support Sr. PM in project pricing, estimating, and subcontractor bidding.

Office Administration:

- Handle phone calls, emails, office organization, scanning, filing, and assist staff and homeowners.
- Organize Plan Drawers and order Blue Prints; set up meeting invites and appointments.

Project Organization:

- Complete online Project Administration in Buildertrend and Sharepoint; ensure signed contracts, construction statements, plans, and specs are in Dropbox.

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- Manage Pre-Construction Project Checklist and update weekly; create meeting agendas, notes, and documentation using Hendel templates.
- Answer field questions and direct to Sr. PM when necessary; manage and collect subcontracts in Sharepoint.
- Apply and obtain Project Permits; organize and store project files and plans upon project completion.

Client Management:

- Conduct client meetings in Sr. PM's absence; send weekly project updates to clients.

Selections:

- Assist with Ordering, Pricing, Tracking, & Gathering of selections.
- Establish selection schedule deadlines; work with Interior Designers to confirm and order selections.

House Close - Service and Warranty:

- Manage services and warranty items until completion; document time, time stamp, and follow-up on calls until resolved.

Job Type: Full-time

Salary: \$60,000.00 - \$85,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Employee discount
- Flexible schedule
- Health insurance
- Health savings account
- Paid time off
- Professional development assistance
- Retirement plan

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Compensation package:

- Bonus opportunities
- Performance bonus
- Profit sharing
- Yearly bonus
- Yearly pay

Experience level:

- 3 years

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Construction, Interior Design, or Architecture: 3 years (Preferred)

Ability to Commute:

- Wayzata, MN 55391 (Required)

Ability to Relocate:

- Wayzata, MN 55391: Relocate before starting work (Required)

Work Location: In person