HENDEL

BUILDING • RENOVATIONS • HIGHLY DETAILED RESIDENCES

Project Manager

This is a full-time on-site Project Manager role located in Excelsior, MN at Hendel Homes. Our job sites are throughout the Twin Cities. The Project Manager will support the Owners, Sr. Project Managers, Project Superintendents, and Accounting Manager through office and project administration assuring selections are ordered, subcontracts are assigned, schedules are maintained and financials are tracked for compliance with Hendel Homes standards and construction schedule.

QUALIFICATIONS:

- Bachelor's degree in a relevant field (e.g., engineering, construction management)
- Proven experience in a project manager role preferably in a related industry (e.g., construction, engineering)
- Knowledge of blueprint reading and interpreting schematics
- Excellent time management skills with the ability to prioritize tasks effectively
- Strong organizational and interpersonal skills
- Exceptional problem-solving abilities

WORK LISTING:

Financials

1. Review project finances and assist Senior Project Manager with project estimating
2. Keep jobs financially up to date by validating invoices and working with Senior Project Manager and Accounting Manager.

Project Organization

1. Ensure project documentation is up to date, contracts are signed, and plans and specs are saved per project
2. Manage and update project checklists, and update the team accordingly
3. Manage and create meeting agendas, notes and documentation for all projects
4. Create and collect subcontracts from subcontractors
5. Apply and obtain Project Permits
6. Always maintain a professional image and display high leadership ability with a positive attitude.

Selections

1. Assist with Ordering, Pricing, Tracking, & Gathering of selections
2. Create selections schedule deadlines for Clients and Interior Designer, update and discuss at weekly team meetings
3. Help Hendel Project Team meet deadlines on selections and orders for project timelines
4. Work with Interior Designers on assuring selections are confirmed and or ordered

POSITION STANDARDS:

1. Complete all work with accuracy, minimal errors, timeliness, and highest profitability.
2. Complete all project financials and draws within the pre-determined project schedule.

3. Complete project specifications to assure project is completed with accuracy.
4. Complete project estimates with thoroughness and transparency.

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