HENDEL

BUILDING • RENOVATIONS • HIGHLY DETAILED RESIDENCES

Senior Project Manager

This is a full-time on-site Senior Project Manager role located in Excelsior, MN at Hendel Homes. Our job sites are throughout the Twin Cities. The Senior Project Manager will be responsible for overseeing and managing the entire high-end residential construction project lifecycle from initiation to completion. They will manage the finances of each current and potential project as well as supervise the Site Superintendents and Project Manager assuring they meet the reasonable expectations of the project and client by over-seeing their work for compliance with Hendel Homes standards and construction schedule.

QUALIFICATIONS:

- Bachelor's degree in a relevant field (e.g., engineering, construction management)
- 7 years of proven experience as a project manager, preferably in a related industry (e.g., construction, engineering)
- Strong knowledge of blueprint reading and interpreting schematics
- Excellent time management skills with the ability to prioritize tasks effectively
- Solid understanding of contract management principles
- Strong leadership and interpersonal skills
- Exceptional problem-solving abilities
- OSHA certification is a plus

WORK LISTING:

Safety - Quality Control

1. Monitor work for compliance with contract, Hendel standards, and selections, as well as state codes and city requirements.
2. Ensure projects maintain basic safe work conditions.

Financials

1. Track change-orders and job expenses and update client with financials as they occur on job site.
2. Keep jobs financially up to date by validating invoices and working with Accounting Manager, so that payments are received from client and processed on time to vendors and subcontractors.
3. Communicate with Site Superintendent weekly to identify any possible increases in project costs.
4. Estimate New Jobs.

Management

1. Manage Superintendents
2. Manage Project Manager
3. Manage and encourage strong and positive relationships with subcontractors & vendors.
4. Communicate with Hendel owner status of projects
5. Problem solve when issues arise and figure out cost effective and sensible solutions.
6. Always maintain a professional image and display high leadership ability with a positive attitude.

POSITION STANDARDS:

1. Complete all project financials and draws within the pre-determined project schedule and with the goal of highest profitability.
2. Complete project specifications with the attitude of not making the same mistake twice.
3. Complete project estimates with accuracy, minimal errors, and timeliness.
4. Oversee and manage the entire high-end residential construction project lifecycle, from initiation to completion.
5. Develop and maintain project plans, including timelines, budgets, and resource allocation.
6. Coordinate with stakeholders to define project scope and objectives.
7. Monitor project progress and ensure adherence to timelines and budgets.
8. Conduct regular status meetings with team members and stakeholders.
9. Identify and mitigate project risks and issues.
10. Ensure effective communication and collaboration among team members.
11. Provide leadership and guidance to project team members.
12. Prepare and present project reports to senior management.

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