

Job Announcement

Closing Date for this position: Open continuously Deadline to apply is Open Until Filled

Company Name: Hamish Murray Construction, Inc.

Address: Not available **City:** Portland **State:** OR **Zip:** 97239

Phone Number: Not available (No calls or faxes please, apply per application instructions) **Fax Number:** Not available

Website: hamishmurray.com

Position Title: Project Manager

(If possible, complete separate forms for each position)

Jobsite Location: All jobsites are in Portland metro area

Brief Description Of The Company: A locally owned residential remodeling company specializing in additions, remodels and window replacements, serving the Greater Portland area, including Vancouver. Please visit website for additional information about this company.

Job Responsibilities/Description of Position:

We are a full service remodeling company. We perform the smallest repairs (which often turn into larger projects), through compete home remodels. The majority of our projects are valued between \$30,000 and \$150,000, which means the project manager, will often be running multiple jobs simultaneously. This requires an aptitude for multi-tasking, time management and attention to detail.

This position offers a great deal of autonomy and flexibility. Most of the projects are within the City of Portland, and all of them are within the Metro Area. The paperwork requirements are streamlined as much as possible to enable the project managers to be in the field more. You will be able to work remotely, enabling you to complete paperwork in the field or from your home office or company office.

The specific Responsibilities include:

- Initial meeting and project discussion with clients
- Facilitating sub contractor walk-throughs
- Preparation and presentation of proposals
- Follow up and pre-contract negotiations.
- Managing all aspects of project, including scheduling and overseeing subcontractors and communication with home owners and architects
- Management of project budget, sub-contracts and change orders
- Cultivating own stream of leads through relationships with designers and referrals from satisfied clients
- No cold-calling requirements

Qualifications:

Minimum Qualifications:

1. Must have valid Class C driver's license. No DUI, suspensions or violations.
2. Must be able to pass drug screening
3. Must have no criminal background
4. Bachelor's degree related to construction project management/business administration or equivalent military training/experience
5. Competitive candidates will have 3+ years of both Hands-on Construction and Project Management experience.

Additional Qualifications:

Ideal candidates must also demonstrate creative problem solving abilities, show an attention to detail, have strong organizational skills, and be able to work in an unstructured work environment. Projects will often have strict deadlines so job candidates must have a strong commitment for on time execution. Position also requires excellent written and verbal communication skills. Applicant must be comfortable with technology; knowledge of Sage Master Builder is advantageous but not necessary.

Wages/Salary: Inquire during hiring process **Hour/Week:** 40+ hours

Mon through Fri 7:30am-4:30pm

Benefit Information: (After 90 days)

Medical Dental Vision Vacation

Shifts:

Sick Pay Other None

Day: Swing: Graveyard:

How To Apply: Do not contact this employer directly. Send resume and one personal reference and two professional references to shalimarmac@co.clackamas.or.us or fax 503-655-8841

Additional Information: VETERANS ARE ENCOURAGED TO APPLY.

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