

# Construction Project Manager

- Review new contracts for installation and product details
- Schedule crews, projects, and project resources
- Regularly communicate with customers – answering questions about the job, what to expect, etc.
- Process paysheets for crews on each project
- Enter job costing information and notes in CRM tool
- Coordinate multi-job projects with other Project Managers
- Oversee installation processes to ensure efficiency and customer satisfaction
- Coordinate with sales team as needed for more complex projects
- Establish relationships with vendors
- Provide quality control throughout projects in process
- Schedule warranty and service repairs as needed after job completion

Skills and traits that will best fit this role and the rest of the Fletcher team:

- Drive and willingness to take action
- Positive attitude
- Able to effectively communicate – in person and via phone, text, and email
- Detail oriented
- Eager to learn
- Ability to work in fast paced environment and juggle multiple tasks
- Experience providing excellent customer service
- Outgoing and energetic
- Enjoy being a part of a work “family”