

Senior Residential Remodeling Project Manager Job Description

This position serves as the primary contact between clients and Zen Renovations. The Project Manager coordinates project scheduling, client communication, and assistance with finish selections.

Major Responsibilities

- Set up project schedules in Project Management software.
- Update project schedule regularly for staff and clients.
- Develop a weekly schedule in partnership with the Director of Project Management.
- Organize and attend daily project coordination conference calls.
- Assist clients with ordering allowance items (bath/kitchen fixtures), paint, decking, and other materials as needed.
- Prepare project Change Orders.
- Assist the owner with project estimates, communicating with vendors, and developing project pricing.
- Other tasks assigned by the Director of Project Management.

Required qualifications include:

- A minimum of five years of experience managing high-end residential remodeling and construction projects
- Must have a working knowledge of remodeling projects that encompass the entire house
- Experience with managing the quality, schedule, and budgets of remodeling projects
- Proven ability to troubleshoot and resolve customer concerns and complaints
- Excellent writing skills and capable of crafting detailed written documentation for the team and customers of Zen Renovations
- Demonstrated capability of using Google Suite, including spreadsheets
- Capable of using Monday.com or similar project management software
- Strong organizational skills while prioritizing multiple tasks
- Capable of working independently but also collaboratively
- Spanish is a plus

To Apply - Send resume and cover letter to peter@zen-renovations.com

Salary - \$85,000 - \$100,000 annually.

CANDIDATES MUST RESIDE IN THE DMV.