



## **Construction Project Manager**

O.R. Builders is a long-established Framing Company who is looking for a well-qualified construction project manager for high-end custom residential homes. The ideal candidate shall possess the following qualifications and success attributes:

### **Qualifications:**

- Ability to oversee manpower coordination and communicate effectively with management, design professionals, project team, and clients
- Ability to develop and manage project scope, schedule, cost and safety
- Ability to provide customer interface and deliver update reports as needed
- Strong written, communication and computer skills are required
- Excellent analytical skills
- Highly organized
- Minimum of 4 years experience in the construction trade industry required and/or recently graduated
- Previous Residential framing construction experience is a Must!
- Team player, excellent attitude and pleasant personality is required

### **Education:**

- A four-year degree in the related field is preferred

### **Computer and Office Skills:**

- Ability to operate computer software, to include MS Windows, MS Word, MS Excel, MS Outlook, and Web Browser
- Ability to operate a copier and the company phone/voice mail system

### **Language Skills:**

- Ability to speak fluent in English and Spanish is a +
- Ability to read, and interpret documents such as construction contracts/agreements, drawing, procedure manuals, safety rules, estimates, and operating and maintenance instructions
- Ability to respond to common inquiries or complaints from customers or co-workers



- Ability to write routine reports and correspondence, and to verbally present information to customers, co-workers, suppliers, and the general public

**We offer:**

- Health Coverage
- Dental
- Vision Benefits
- PTO

**Location:** Palo Alto, California

**Compensation:** Competitive Base Salary

**Let us know if this is you!** To apply, please make sure to include your resume along with a cover letter giving a more in-depth description of yourself, as well as your previous experience.