

Project Manager

Hucke Exteriors | Residential Remodeling & Insurance Restoration

Full-Time | \$20-30/hr. | Company Vehicle

Hucke Exteriors, Inc. is currently seeking a highly motivated individual to work as our Project Manager to assure that all of our roofing, siding, window and gutter projects are well executed. To be successful in this position, you will need to be a problem solver, be able to work independently, stay organized in an ever-changing environment, and be able to communicate well with staff, vendors, and homeowners. You must be a good representative of our well-respected company.

Primary Responsibilities:

- Demonstrate work and safety procedures to all crews on a regular basis. Help crew with specifications on the jobs, order interpretations and company policies and procedures.
- Read and analyze spec sheets, production schedules and other reports to manage the day-to-day operations.
- Perform warranty repairs, minor repairs, punch list items.
- Inspect work when job is completed and walk customers around the home as needed.
- Assist in planning work schedules, assignments and production sequences to meet production goals.
- Stay in close contact with Director of Operations on activities on a daily basis
- Additional duties as assigned

Qualifications:

- Must have 3 years prior construction management experience in exterior (roofing, siding, windows) trades
- Must be at least 21 years old
- Must have valid driver's license with a clean driving record
- Excellent verbal and communication skills
- Apply skill in maneuvering vehicle in difficult situations, such as narrow passageways, difficult weather conditions, backing-up trailers, etc.
- Position is 40 hours per week, on call on Saturdays. Normal hours are 7:30am-3:30pm, but can vary depending on the projects needs
- Ability to lift up to 75lbs properly
- Basic computer skills are a must
- Bilingual is preferred

Benefits:

- Health insurance
- Paid time off
- Referral program
- Retirement plan

Education:

- High school or equivalent (Required)

License/Certification:

- Driver's License (Required)

Work Location:

- Multiple locations

Company Website: www.HuckeExteriors.com

If you are trustworthy, self-motivated, organized and ready for a challenging opportunity, we want to hear from you!