



Job Title: Project Manager

Reports to: President

Company Overview:

Emem Group is a Milwaukee-based real estate firm specializing in residential design build and commercial real estate development services. Annually, Emem Group builds 8-10 new homes, 1-2 residential rehabs, and manages 3-4 commercial development projects as owner's rep.

Position Overview:

The Project Manager will lead and manage the residential rehab and new construction projects from conception through completion. The Project Manager must take a leadership role throughout the construction process to ensure that a quality product is delivered to the client – on time and in budget.

ESSENTIAL DUTIES:

- Conduct preconstruction and procurement duties including project evaluation, cost estimating, scope development, bid solicitation, bid review and contract administration.
- Manage activities related to cost control including change management and cost reporting.
- Provide general administrative and technical leadership to ensure construction is completed in accordance with the design, scope, budget, quality standards and schedule.
- Schedule and facilitate project meetings required to successfully coordinate work activity.
- Maintain all project records and monitor correspondence with vendors, contractors, and client. This includes weekly progress reports, rolling punch lists, Gantt chart, change orders, design records, and other documents as required.
- Oversee project close out activities including punchlist completion and client walkthroughs.
- Collaborate and meet with internal teams, external vendors and clients as needed
- Frequently inspect work in process to ensure quality control and quality assurance.
- Occasionally self-perform warranty repairs, punch list items and other miscellaneous field work.

BASIC QUALIFICATIONS:

- Bachelor's Degree in construction management or related field is preferred but not required
- Minimum of 4 years' experience in managing residential construction projects.
- Strong experience using Microsoft Office (Word, Excel, Outlook, Project)

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skills and abilities required.

- Project Management experience including planning, organizing, negotiating, meeting technical requirements, quality control, and procurement.
- In depth knowledge of wood framed construction, residential building components, systems, installation techniques and construction means and methods.
- Able to interpret architectural drawings and accurately convey their information to subcontractors and suppliers.
- Strong interpersonal skills including the ability to interact with clients, contractors and vendors.
- Well organized, internally motivated and detail oriented.
- Able to work in fast paced environment with a sense of urgency.





Physical Demands

Physical demands include the ability to lift up to 50 pounds. The employee will be regularly required to sit; stand; walk; reach using feet, legs, back, arms and hands; talk and hear. The employee may occasionally be required to climb. The employee will be required to work at a personal computer and talk on the phone for extended periods of time. Must possess the ability to detect auditory and/or visual alarms and be available to work extended/flexible hours and weekends, as needed.

Attendance/Travel

This position is a full-time salaried position. This position requires the availability to work some nights, and weekends. This position also requires regular attendance and active participation/planning at all company functions and events.

Learning and Development

Maintain a commitment to ongoing professional development and career growth.

Equal Opportunity Employment

Emem Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization