



Highmark Builders is adding an experienced **Project Manager** to our growing team. Project Managers are responsible for overseeing all aspects of custom home construction projects from inception to completion. This role includes managing project timelines, budgets, and resources, coordinating with clients, architects, subcontractors, and ensuring Highmark Builders' high-quality standards are met. The Project Manager ensures that projects are completed on time, within scope, and achieve the highest level of homeowner satisfaction and maintain project profitability.

Pay: \$75,000.00 per year

Responsibilities:

- Constantly communicate project activity and timelines with clients, job supervisors, design team and trade partners/suppliers.
- Utilize BuilderTREND to communicate with clients and subcontractors.
- Maintain construction knowledge to a degree in which it can be communicated confidently to clients and allow for efficient communication with subcontractors.
- Set realistic expectations with homeowners regarding schedule, construction process, and completed product.
- Make sure clients attend meetings and make timely selections with design team.
- Assemble, communicate, and carry out accurate schedules.
- Organize project schedules and details in a way that allows for quality management of maximum workload.
- Intelligently and resourcefully manage and solve problems whether they are structural, aesthetic, or interactive.
- Understand each projects budget and find a way to stay under it for the defined scope of work.
- Manage each projects budget projection.
- Work closely with estimators to ensure project scopes and estimates are accurate.
- Ensure change orders are created and approved before their scope is underway.
- Must remain proactive in moving each project from start to finish.
- Secure all necessary permits.
- Schedule all necessary inspections.
- Lead, manage and hold accountable job supervisors and field staff.
- Participate in weekly labor meetings.
- Assist in collections of receivables from clients and insurance companies.

What Highmark Companies offers to you:

- Competitive Salary
- Company Vehicle + Fuel Card
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental
- Vision
- Life Insurance
- Short-Term & Long -Term Insurance
- 401K + Company Matching
- Paid Holidays
- Paid Time Off
- Profit Sharing
- Paid Employee Referral Program
- Employee Discount Program
- Great culture and team dynamic



Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees. **Come see what it's like to be a part of a Top Workplace!**



Qualifications:

- 5+ years of project management experience.
- Knowledge of construction methods.
- Highly motivated and organized.
- Experience producing and maintaining project schedules.
- Able to work with a team.
- Excellent customer service and communication skills.
- Maintain organization while working on multiple construction projects at once.
- Experience with Microsoft Office software, BuilderTrend and Sage.
- Valid driver's license, a good driving record and ability to pass an MVR screening.
- Must pass a background check.
- Valid DOT Medical Card or the ability to obtain a DOT Medical Card.