



Project Manager

About You:

You're more than a professional paper-pusher, you're a builder at heart with a wealth of progressive, hands-on, in-the-field experience. Coming up through the trenches has given you a keen ability to plan ahead and avoid conflicts, as well as strong problem-solving skills when issues do arise. You take pride in your work and understand that running successful jobs requires excellent communication and impeccable organization. You are a natural leader, who's not afraid to take charge but who also understands the value of delegating; and to that end, you know how to motivate and support your team to get great work done. You have an affable personality with an innate ability to develop and maintain friendly and professional relationships. You are no ordinary project manager.

About Us:

For starters, we're an award-winning general building contractor based in San Francisco. Our latest achievement? We were named the 2021 Builder of the Year by the editors of CA Home + Design. We're a small and nimble firm that takes on large residential remodeling projects in San Francisco and the North Bay. We take pride in our craft, utilize sustainable building practices, and apply aesthetic understanding to every home we build. Our reputation for quality and excellence affords us the ability to partner with the best: the best architects, designers, engineers, and sub-contractors to create healthy, efficient, and beautiful homes for our discerning clients.

After losing a talented PM to the mountains of Colorado, we find ourselves in need of someone to fill her work boots. This Project Manager will take ownership of multiple, concurrent residential remodeling construction projects. Our streamlined processes and supportive team environment ensure you're set up for success, so you can focus on what you love most: building.

About the Job:

The Project Manager is the boss of their jobs: owning each one and ensuring that each receives the level of quality for which we're known and that our clients deserve. Behind the desk, this includes managing all financial, scheduling, and procurement aspects of your jobs and acting as the primary contact for clients, design teams, and associated JK&Co staff; while out in the field, this includes coordinating and overseeing construction activities with the Site Superintendent.

This position is supported by a Project Engineer and Administration staff for documentation and record keeping, invoicing & billing, obtaining permits and other administrative support.

Position Requirements:

- Minimum of 7 years of progressive, hands-on construction experience. Knowledge of relevant building trades and current building codes/permit requirements.
- Minimum of 5 years project management experience in high-end, residential construction.
- Excellent customer service orientation and communication skills, written and verbal. Fluent in English, ability to speak Spanish, a plus.
- Strong interpersonal skills, with an emphasis on tact, discretion, and confidentiality.



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- Computer proficiency: Strong MS Office skills and project management software experience required; Procore and Microsoft Project/FastTrack a plus.
- Ability to manage high-pressure situations, prioritize competing issues and manage concurrent deadlines

We Offer:

- Competitive salary
- Health and dental insurance benefits
- Paid time off
- Holiday pay
- 401K plan
- Goals-based bonus program
- Flexible spending account
- Paid parking
- Auto allowance
- Cell phone allowance
- Education stipend
- Fun & positive work environment

Women, minorities, and veterans are encouraged to apply.

To apply, please send an email to: careers@jeffkingandco.com