



Small Projects Division Manager

Jeff King & Company is an award-winning, general building contractor based in San Francisco. We combine painstaking craftsmanship, aesthetic understanding, and sustainable building practices to create healthy, efficient and beautiful homes, for demanding client.

With our 100% client satisfaction rating and steady business, Jeff King & Company seeks a **Small Projects Division Manager**, to manage all service and warranty and small projects of approximately \$750k or less.

About the Job:

This is a hybrid position of Project Manager and Site Superintendent. You will be responsible for managing multiple, simultaneous, ongoing service and warranty work, using Jeff King's normal resources, including in-house labor and administrative assistance, and external subcontractors. You will be in the field and in the office, as needed, for each project.

Responsibilities:

- Maintain positive relationships and clear communication with existing clients.
- Work directly with clients, trade professionals, service reps, and other vendors as necessary.
- Manage all financial aspects of the projects: create budgets/estimates, monitor job costs, change-orders and profitability.
- Coordinate all pre-construction activities. This position is supported by the Admin. Department for invoicing & billings, etc.

For Each Project, You Will:

- Meet with clients and their representatives (architects, engineers, decorators, etc.) to outline the scope of work and initial schedule.
- Draft proposals, create/oversee estimates, review and execute contract with client.
- File for permits. Obtain inspections throughout the project through completion.
- Create project plan and schedules.
- Plan for and procure resources including field staff, materials, supplies, etc. Review materials with clients as necessary.
- Plan and execute sub-contractor contracts and agreements. Oversee all project staff. Review and approve invoices.
- Address safety issues and preventative measures at all times.
- Run weekly meetings with appropriate parties. Distribute meeting minutes. Maintain information flow among all parties.
- Regularly update job and cost schedules.
- Closeout the project with all necessary signatures.

Position Requirements:

- Minimum of ten years of experience in residential construction, with at least five years with high-end, luxury homes.
- Minimum of five years of project management experience, with all of the above duties and responsibilities. Three years of site supervision experience.
- Excellent customer service orientation and communication skills.
- Strong MS Office skills, Word, Excel.



JEFF KING & COMPANY
FINE HOME CONSTRUCTION

- Project management software experience required; Procore and FastTrack a plus.
- Hands-on trade experience is a strong advantage.

We Offer:

- Competitive salary
- Health and dental insurance benefits
- Paid time off
- Holiday pay
- 401K plan
- Goals-based bonus program
- Flexible spending account
- Tool allowance
- Vehicle Allowance
- Mileage/tolls paid to projects
- Cell phone allowance
- Education stipend
- Fun & positive work environment

Women, minorities, & veterans are encouraged to apply.

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