

Project Manager | Marin County 2021

Well-established licensed General Contractor based in San Rafael seeks a dedicated, Project Manager. Established in 1965, we specialize in extraordinary high-end residential remodels, kitchen and bath, and new construction in Marin, Sonoma, and Napa Counties.

We offer competitive wages and a generous benefits package for this position. Salary DOE.

Lamperti Contracting & Design is seeking to fill a full-time position for a Project Manager. We are a North Bay based firm that primarily focuses on specialty / finish trades such as custom cabinetry, Kitchen and Bath, doors, windows, and finish carpentry.

DUTIES WOULD INCLUDE:

- Prepare and submit RFI's and Submittals
- Coordinate with other trades as necessary
- Review project plans and specifications to ensure compliance
- Research of potential projects / opportunities
- Communicate with General Contractors and Designers regarding bidding opportunities and job specific information
- Material takeoff
- Request quotes from suppliers if needed
- Assist with ordering materials
- Track project schedules to ensure material is ordered in advance

SKILLS NECESSARY:

- Personable and friendly with clients
- Professional appearance and attitude
- Organized, dependable, punctual
- Proficient with Google docs, Task Management, Auto-CAD
- Ability to multi-task and perform under deadlines
- 5-years' experience is recommended
- Valid driver's license

COMPENSATION: Depends on the candidate/experience.

- Construction Experience: 3 year (Minimum)
- Project Management: 3 year (Minimum)

Lamperti Contracting & Design is an Equal Opportunity Employer

Benefits:

- Paid time off

Schedule:

- 8-hour shift
- Monday to Friday

Experience:

- Construction Experience: 3 year (Preferred)
- Project Management: 3 year (Preferred)

Work Location:

- One location

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Detail-oriented -- would rather focus on the details of work than the bigger picture

COVID-19 Precaution(s):

- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place