



Construction Estimator / Project Manager

JOB DESCRIPTION

3Rs Construction Management LLC is an established repair, remodel, and remediation company serving Salem, Oregon and the surrounding area. We are looking for a qualified Estimator and Project Manager to join our team. Each member of the 3Rs family is an important and valued piece of our company puzzle and brings unique skills to create a workplace of integrity and an attitude of service toward our clients and each other. Our Project Manager should have a positive attitude and desire to bring out the best in our team.

WHAT WE'RE LOOKING FOR

If you're an ambitious self-starter and an efficient multitasker, you could be the perfect fit. We are looking for a person who can relate well with potential clients and effectively communicate our desire and ability to meet all their construction needs. Time management skills and the ability to make a good first impression are a must for this fast-paced and rewarding job.

Job Duties of Our Estimator / Project Manager:

1. Estimating
 - a. Meet with clients.
 - b. Follow up with clients.
 - c. Collect bids from subcontractors.
 - d. Prepare customized quotes for each project.
 - e. Establish new clients and subcontractors.

2. Project Management
 - a. Orchestrate the construction schedule with subcontractors and clients.
 - b. Work with the city and/or county when permits are required.
 - c. Touch base weekly with active clients.
 - d. Participate in the final walk through, completing the punch lists.

3. Team Building
 - a. Work cohesively with office staff, field crew, subcontractors, and the Field Coordinator.

SKILLS & REQUIREMENTS

- Thorough knowledge of residential remodeling and construction practices.
- Professional appearance and attitude.
- Experienced with a proven track record.
- Excellent customer service skills.
- Budget conscious.
- Excellent organizational skills.
- Comfortable with learning and/or using QuickBooks, Dropbox, and Google Calendar.

THE BASICS

We are looking to hire immediately. To be considered for this job position, please email your resume and a cover letter with any additional information you want us to consider. We will follow up to schedule interviews with those we would like to know better.

Email to: Duane@3RsGroup.com

Compensation: Salary commensurate with experience.