

Project Manager - Gulf Coast East Division**Employer Information**

Organization Name: Truland Homes
Job Department: Construction
Reports to: Jamie Earle, Director of Construction
Job Location: Panama City Beach
State: Florida

Purpose:

Plan, direct, or coordinate the operations with Trade Partners. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials. Manages and oversees all aspects of a project to ensure it is completed on time and within budget. Has overall responsibility for managing scope, cost, schedule, internal staffing, outside vendors, and contractual deliverables.

Education:

Required:
2-5 years' experience in a previous Construction Project Management role

Skills:

- Ability to skillfully use a computer with MS Office software experience preferred.
- Knowledge of manual and computerized record keeping systems and related office equipment.
- Knowledge of municipal codes related to permits, city zoning codes, non-technical building codes and other related regulations and ordinances.
- Ability to read, interpret and explain maps, blueprints, and legal descriptions.
- Ability to read, interpret, apply and explain codes, regulations, policies and procedures.
- Ability to perform various tasks while subject to interruption and to perform work per schedules and timelines.
- Ability to establish and maintain effective working relationships.
- Ability to plan and organize many and varied work assignments.
- Ability to communicate effectively using tact, patience and courtesy.
- Excellent customer service skills.
- Exceptional attention to detail.

Tasks:

- Directs and coordinates activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Manages staff, preparing work schedules and assigning specific duties.
- Reviews financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Establishes and implements departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Oversee activities directly related to making products or providing services.
- Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Plan and direct activities such as sales promotions, coordinating with other department heads as required.
- Other duties as assigned.

Truland Homes, LLC shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Truland Homes, LLC's commitment to equal employment opportunity applies at all levels of employment, in all job titles, including the executive level, and to all employment actions, including but not limited to decisions concerning recruitment, hiring, training, and promotion.

Please send cover letters and resumes to

Jamie Earle
Director of Construction
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