

Experienced Project Manager/Operations Manager

Position Summary:

This candidate will have a hand in everything, including scheduling, marketing, financial growth, sales, leadership, and carrying out the vision for Maves from the President/Visionary. Ultimately, this position is responsible for ensuring all aspects of operations run smoothly every day and addressing any issues that come up.

Job Description/Expectations:

- Design and implement business strategies, plans, and procedures.
- Provide comprehensive client updates regularly throughout the project.
- Preparation of the project schedule.
- Review the project plans and specifications and comment on the building design, scheduling, possible cost savings measures, and potential construction problems.
- Monitor and assist in maintaining the project construction schedule on a weekly basis.
- Set comprehensive goals for employee performance and growth.
- Establish policies that promote company culture and vision.
- Oversee daily operations of the company and the work of executives (Marketing, Sales, Finance etc.)
- Lead employees to encourage maximum performance and dedication.
- Evaluate performance by analyzing and interpreting data and metrics.
- Write and submit reports to the President on all matters of importance.
- Assist President in fundraising ventures. Participate in expansion activities.
- Manage relationships with clients and vendors.
- Maintain the work area to be clean, organized, and safe.

- Conduct oneself in a professional manner that represents a positive image of Maves Construction.
- Must attend work as established by the employer without excessive absenteeism.
- Overseeing the work of all employees to ensure they work productively and meet deadlines and company standards.
- Control and monitor labor, material, and equipment expenses.
- Answer telephone calls and emails from customers and clients.
- Counseling any employees struggling in their roles.
- Interviewing and training new employees.
- Provide customers with requested invoices.
- Any other duties or tasks as assigned, based on business needs and the supervisor(s) request.

Knowledge / Skills / Expertise:

- Proven experience as an Operations Leader, Project Manager, or relevant role.
- Understanding of business functions such as HR, Finance, Marketing etc.
- Demonstrable competency in strategic planning and business development.
- Experience in fundraising will be a plus.
- Working knowledge of data analysis and performance/operation metrics.
- Working knowledge of IT/Business infrastructure and MS Office.
- Experience with Construction Project Management Software (ie: Buildertrend, Co-construct, Procore)
- Outstanding organizational and leadership abilities.

- Excellent interpersonal and public speaking skills.
- Aptitude in decision-making and problem-solving.
- Experience with EOS and/or experience as an Integrator will be a plus.
- Knowledge of customer service principles and practices.
- Positive attitude.
- Must have an understanding of construction terms, scheduling, and planning concepts.
- Experience as a Project Manager on new--building and industrial projects.

Environmental Conditions and Work Environment:

- Overtime or working long hours between breaks and/or meals and occasional weekend or evening work may be expected.
- While performing the duties of this job, the employee is not exposed to weather conditions prevalent at the time.
- May have to manage several projects at one time and may be interrupted frequently to meet the needs and requests of clients and co-workers.
- May find the environment to be busy, and noisy.
- You will need excellent organizational skills, time management, and stress management to complete the required tasks.

Physical Demands:

- This position requires continual use of your hands, repetitive motions, sitting, walking, and handling materials.
- May have to spend long hours sitting and using office equipment and computers which can cause muscle strain.

- May also have to do some light lifting of supplies and materials from time to time.

Other:

Dress in a fashion that enables employee to complete the daily tasks, while maintaining a professional and appropriate appearance.

Please note that this job description may not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employees of Maves Construction are expected to abide by the Code of Conduct and Ethics. We expect employees to maintain a high standard of integrity, honesty, and reliability.

Salary Range dependent on prior qualifications and experience: \$90,000.00 - \$120,000.00 per year, Profit sharing and/or bonus available for excellent job performance.

Benefits:

401(k)

401(k) matching

Paid time off

Retirement plan

Compensation package:

- Yearly pay

Experience level:

- 5 years

Schedule:

- 10 hour shift
- 8 hour shift
- Monday to Friday
- On call
- Overtime

Must be willing to relocate prior to starting work (required)

Grand Junction, CO:

License/Certification:

PMP (Preferred)

Work Location: In person