



Job Title:	Project Manager	Location:	Mount Vernon, WA
Hourly:	\$50,000 Annual	Position Type:	Full Time; Exempt
Reports To:	Business and Operations Manager	Date Posted:	04.22.2019
		Posting Expires:	05.22.2019

Applications Accepted By:

<p>EMAIL:</p> <p>julie@coachcorral.com Subject Line: Project Manager</p>	<p>MAIL:</p> <p>Julie Davis Coach Corral, Inc. 3906 Cedardale Mount Vernon, WA 98274</p>
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Job Description

ROLE AND RESPONSIBILITIES

- Schedules all site work with subcontractors and monitors progress
- Monitors inspection dates and adjusts schedule as needed
- Ensures subcontractors are fulfilling all obligations and that work is carried out according to approved contracts, specifications, and schedules
- Anticipates all site issues that may impede project completion and seeks solutions
- Coordinates all site subcontractors
- Oversees and facilitates the installation of equipment and components for a project to ensure contractors are fulfilling all obligations and that work is carried out according to approved contracts, specifications, and schedules
- Proactively identifies and works to resolve any site issues that may impede project completion
- Provides technical knowledge and input to assist installing contractors

QUALIFICATIONS AND EDUCATION REQUIREMENTS

2-year degree in project management or equivalent work experience
Previous experience in a construction environment
Drafting experience a plus

PREFERRED SKILLS

Strong computer skills
Highly organized
Punctual
Ability to multi-task
Detail oriented
Committed
Ability to work well with others
Keyboarding proficiency