



Andrew Roby GC

Description: Andrew Roby Project Manager

Andrew Roby PM Job Responsibilities:

- Perform detailed estimates and quality sales presentations for prospects and repeat clients.
- Financial management of projects: ultimately accountable for accurate estimates, billings, receivables, payables and profitability.
- Analyze revenue versus job costs on each project.
- Participate in and assist Andrew Roby Senior PM with sales and prospecting:
 - Out-going & incoming sales calls via phone (new prospects & existing clients)
 - Relationship building: Owners, Architects, Designers, Engineers, etc.
 - Relationship building with vendors
 - Nurture existing client relationships
 - Referrals & Introductions
- Work with Senior Project Manager to create an individual annual sales and profitability budget.
- Meet with Superintendents at regularly occurring jobsite meetings.
- Review plans, pricing and schedule with Superintendent during pre-construction of and throughout the job as necessary.
- Completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job.
- Manage projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction.
- Act as a mentor to and assist in the training of new Project Managers.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Identify trends in the market by researching industry and related events, publications, and announcements.

Qualifications:

- 5+ years of residential construction industry experience; custom residential preferred
- Bachelor's degree (with solid academic standing); degree in construction management or engineering preferred
- Ability to read plans and experience in estimating residential projects
- Microsoft Excel, Word and Outlook experience
- Professional appearance
- Strong organizational skills and attention to detail
- Ability to multitask and manage the demands of numerous projects
- High level of customer service skills; focus on responding to and anticipating client's needs
- Shows leadership characteristics and ability to complete tasks without direct supervision
- Strong personal and business ethics
- A driven, passionate and career-minded individual
- The willingness to do whatever is necessary to provide a superior customer experience
- Civic minded and actively involved in his or her community