



Roby Handyman

Roby Handyman is looking for a talented Project Manager to join our team. Roby Handyman, added to the Roby Family of companies in 2011, makes residential and commercial maintenance a breeze. Combining our industry-leading customer service with exceptional know-how and attention to detail, Roby Handyman can tackle routine and unexpected maintenance tasks of any size.

Description: Roby Handyman Project Manager

Roby Handyman PM Job Responsibilities:

- Perform detailed estimates and quality sales presentations for prospects and repeat clients.
- Financial management of projects: accountable for accurate estimates, billings,
- Receivables, payables and profitability.
- Analyze revenue versus job costs on each project.
- Sales and prospecting:
 - Out-going & incoming sales calls via phone or in-person (new prospects & existing clients)
 - Business to Business Sales (subcontractors, property managers, etc.)
 - Relationship building: Owners, Architects, Designers, Engineers, etc.
 - Relationship building with vendors
 - Nurture existing client relationships
 - Referrals & Introductions
- Work with Roby Handyman GM to create an individual annual sales and profitability budget.
- Review scope and schedule with Handyman Director of Production 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:

- 3 - 5 years of residential construction industry experience preferred; commercial construction experience a bonus
- Construction related degree preferred (not required)
- Ability to read plans and experience in estimating residential projects preferred
- Professional appearance
- Strong organizational skills and attention to detail
- Sales grit and hustle
- Ability to multitask and manage the demands of numerous projects



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- 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
- Microsoft Excel, Word and Outlook experience