



**Job Title:** Project Manager

**Location:** Boise, ID

**Salary:** \$75k-\$90k/Annually, DOE

**Overview:** Guerdon is seeking a talented Project Manager to oversee the development of multiple projects and act as a liaison between clients and company management. Our ideal candidate will have previous experience in the commercial and residential construction field. Excellent communication and problem-solving skills with a high level of organization and a strong attention to detail are essential. Ability to read and interpret blueprints, manufacturer installation instructions and ensure products are built to standards under tight deadlines.

**Responsibilities:**

- Assign duties or responsibilities to project personnel; create realistic parameters for each project, including design elements and implementation procedures.
- Communicate with key stakeholders (e.g., Business Development, Engineering and Design, Estimating, etc.) to determine project requirements and objectives.
- Determine project specifications by studying product design and customer requirements.
- Determine project responsibilities by identifying project deliverables.
- Schedule and lead project preparation meetings.
- Confer with project personnel to identify and resolve problems; supervise and track the flow of shop drawings and review construction sites as necessary.
- Identify project needs such as resources, staff, or finances by reviewing project objectives and schedules.
- Identify, review, or select vendors or consultants to meet project needs.
- Monitor cost incurred by project staff to identify budget issues.
- Monitor project milestones and deliverables; submit material specifications and material installation manuals.
- Monitor the performance of project team members to provide performance feedback.
- Negotiate with project stakeholders or suppliers to obtain resources or materials.
- Plan, schedule, or coordinate project activities to meet deadlines.
- Produce and distribute project documents. Operating and Maintenance Manuals (O&M); gather and maintain all project documentation.
- Propose, review, or approve modifications to project plans.
- Report project status, such as budget, resources, technical issues, or customer satisfaction, to managers.
- Request and review project updates to ensure deadlines are met; review construction and prototype notes.
- Schedule or facilitate project meetings.
- Submit project deliverables to clients, ensuring adherence to quality standards.

**Requirements:**

- Post-secondary education in business, finance, marketing, construction management, or a related field, or equivalent work experience.
- 5+ years of experience in project management.
- Working knowledge of the residential and commercial construction industry.
- Maturity, confidence, and ability to earn the respect and trust of customers and subcontractors.
- Strong interpersonal skills with a high degree of professionalism.

**Benefits:**

- Full-time.
- Travel required.



- Paid vacation and holidays.
- Health insurance.
- 401(k) plan.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, see, and use hands and fingers to operate a computer and reach, stoop kneel.
- Light to moderate lifting is required.
- Moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to work in shared space.

**Other:** Applicants must be currently authorized to work in the United States on a full-time basis and must be able to pass a pre-employment drug screen and background check.

Please submit your Resume and Cover Letter to [careers@guerdon.com](mailto:careers@guerdon.com) or fax it to 208-343-2540.