

## **Project Manager - Real Estate Renovation & Investing**

Our fast growing real estate company is seeking a Project Manager to oversee renovations to our properties. This job is located in the Greater Milwaukee Area. Our company owns and renovates properties all over Southeast Wisconsin. This position requires an attention to detail, the ability to work with and negotiate prices with various contractors while adhering to budgets and timelines. We are also looking for people who are self starters, embody a growth mindset, embrace change, and are driven to succeed and execute at a high level. This person is expected to be able to take a project from start to finish while working collaboratively with management, employees and contractors.

This position will involve going to a property, estimating the repairs/renovations needed based on the company's desired renovation strategy, and either utilizing one of our existing contractors to do the work or finding and managing a new contractor as the situation dictates. Once the job has been awarded to a contractor, our project manager is responsible for following the project and making sure that the quality is to our standard, the budget is not exceeded, and that the project is completed on time. The Project Manager should have previous construction or renovation experience.

**Compensation:** \$2000/month base + project based bonuses.

**Schedule:** Variable based on current project workload.

### **Roles and Responsibilities:**

1. Visit prospective projects to estimate cost
2. Provide company with detailed estimate of work needed with cost including pictures
3. Enter all estimates/pictures into company CRM (database)
4. Gather hard (actual) quote from contractors including timeline and upload to CRM
5. Assign contractors to projects
6. Manage projects from start to finish ensuring timing, cost and quality is strictly adhered to at all times.
7. Enter a daily report of progress and any issues for each project in company CRM
8. When the project is completed as agreed upon, and any issues are resolved, authorize final payment and report to the team that the project is complete.
9. Work with city inspectors as needed to ensure all work is up to code and any permits required by the city are properly obtained.
10. Assist Company with misc projects as needed.
11. Attend weekly team meetings as well as project specific planning meetings.

### **Who will you be working for?**

We are a real estate investment company that buys and sells homes throughout Wisconsin. We specialize in renovating properties and reselling them to an end buyer.

Our mission is to help clients solve complicated problems. Many of our clients have found themselves in a situation they believe to have limited options. Whether you are a landlord with a problem property, or inherited a home through a trust, have a home too big to take care of, or have a home in need of major repairs and no resources to fix it, we are laser focused on helping clients take control of the situation.

Nothing brings us greater joy than helping people move from a difficult situation to a more positive one, and we do that by sitting on the same side of the table of our clients and finding a solution that shares an accomplished vision of the future.

The question that keeps us motivated and curious is: ***what would it mean to you and your family if the five worst houses on the block became the five best?***

We believe that by creating quality, beautiful housing, we will integrate people and communities through pride and a shared responsibility that will transform neighborhoods and transcend generations. We cannot do this work without great, dedicated, and driven people and look forward to continuing this journey with you!