



Larsen Development is one of Denver's award winning custom residential Design + Build firms that specializes in luxury homes and remodels.

We are looking for a **Construction Project Manager** to supervise a wide range of construction projects from start to finish. This job will start in May of 2020. You will need to be an extremely organized individual. In this job you will oversee construction of 2-3 homes at a time, manage scheduling to insure they are completed in a timely and efficient manner, communicate with homeowners, manage budgets, and have an eye for detail.

This is an entry level position. We are looking for someone who is new to construction or has only worked for a few years in the field. You will need to be skilled on a computer and be very familiar with excel. We want someone who is quick to jump in and learn and who thrives in a flexible environment.

#### Responsibilities

- Collaborate with architects, interior design team, and clients to determine the specifications of the project
- Manage budgets and complete construction draws
- Schedule trades and vendors and keep the project on schedule
- Complete punch and warranty
- Manage 2-3 projects at one time

#### Requirements

- At least 2 years in the work force, office experience preferred
- General knowledge of construction
- Very familiar with Microsoft Office, especially Excel
- Outstanding communication
- Excellent organizational and time-management skills
- A team player
- PMP or equivalent certification will be an advantage

Please send your resume and cover letter to [apply@larsenddevelopment.com](mailto:apply@larsenddevelopment.com)