



Associate Project Manager

About Simple Homes

Simple Homes is a Denver-based startup that is focused on increasing access to high-quality housing by using technology and Swedish-inspired panelized off-site construction. Simple Homes designs, manufactures and assembles homes using a unique panelized construction system. Depending on project needs, panels are delivered to site with framing/sheathing, WRB, windows/doors, insulation, and occasionally exterior cladding pre-installed. The company is based in Denver, where it operates a 20,000sf digitally-enabled manufacturing facility, currently working with a variety of local leading builders and developers on projects ranging from backyard cottages to 50+ multi-unit family friendly apartment buildings.

Position Overview:

Simple Homes is looking for a detail oriented, systems-focused Associate Project Manager to support all of our current projects. Working with the Head of Construction, the Associate Project Manager will manage the logistics of projects from contracting through to the completion of punch lists. This role will split time between our various projects sites and our office located in Denver.

Scope of Responsibilities:

- Support the Construction aspects of projects from pre-development to close out of punch list items.
- Responsible for the development and maintenance of the project information including documentation of the project's program (the scope), the detailed schedule, and the budget.
 - With direction from the Head of Construction, originate and manage project schedules with contractors to ensure necessary permit and construction deadlines are met.
 - Incorporate and track internal stakeholder's detailed deliverables into project schedules
 - Maintain critical path schedules combining internal and external information.
 - Generate and track development budgets and estimates for full project scope to include all construction activities.
 - Track and review for approval on all project changes (internal and external) including change orders, payment requests, and billings from subcontractors.
 - Maintain organized project folders with all records of relevant project files.
 - Systematize and analyze project data, including job costing
- Support project coordination calls to include agenda creation, schedule, and project status updates, and follow up actions.
- Support the project by sourcing potential subcontracted labor
- Support the evaluation of contracts with design and construction teams.
- Manage the review of plans created by the design team for feasibility and cost effectiveness/

- Represent Simple Homes in a personable and professional manner in meetings with current and potential clients.
- Other duties as assigned.

Skills Required:

- Ability to successfully manage projects with the Head of Construction from beginning to end, related to design, engineering, and permitting.
- Outstanding organization, planning, and attention to detail.
- Experience with residential wood framing required, multi-family experience preferred
- Basic understanding of tracking budgets, creating project schedules, and communicating with clients and subcontractors
- Persistence, willingness, and ability to create alternative solutions to overcome obstacles. - being open to change/innovation
- Ability to gain consensus, a strong work ethic, initiative, and conflict resolution skills.
- 1-3 years' experience in construction management, project management, customer service, account management or other related fields.

Technical skills:

- Microsoft Suite and critical path scheduling software proficiency preferred
- Experience using Bluebeam Revu is a plus.
- PE, Civil Engineering or Architecture background preferred.

Education:

- Bachelor's Degree in Civil Engineering, Architecture, or related field.

Location: Denver

Salary: \$65,000-\$80,000 depending on experience

To apply for this position click [here](#)