



Job Title:	Site Manager	Date:	March 3, 2017
Job Description:			
<p>1 SUMMARY OF FUNCTIONS: Responsible for performing estimations of projects, project research and initial lead generation and qualification, developing site renderings, working with architects for developing plans and developing and executing job contracts</p> <p>2 MAJOR DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Follow up to all sales/leads calls for estimates Schedules appointments with clients and with owner Takes measurements at site locations Drafts renderings of site in current state and future state, sketches and diagrams property sites Develops Estimates/Contracts Updates estimates and project statement of work in Co-Construct with project details Responsible for all change orders to be sent to clients from Co-Construct Performs initial site assessment, manages project deliverables and performs final walkthrough Writes up documentation to obtain permits, obtains permits when necessary, if requested by the project manager Other duties as assigned <p>3 ORGANIZATIONAL RELATIONSHIPS:</p> <ul style="list-style-type: none"> Reports directly to the Owner 			
Job Location:	Pawtucket, RI	Company Industry:	Construction
Job Role:	Administration	Joining Date:	
Employment Status:	Full Time 50 Hours Weekly	Employment Type:	W-2
Annual Salary Range:	\$50,000 - \$75,000	Manages Others:	Yes
Number of Vacancies:	[1]	Other:	
Skills:			
<ul style="list-style-type: none"> Proficient in MS Office Applications such as Word, Excel, PowerPoint, among others and web applications Auto Cad Drafting or Some Architectural Experience General Contracting License a Plus Excellent Time and Project Management Skills Excellent Mathematical Skills Excellent Communication Skills Excellent Organizational Skills 			
Career Level:	Mid - Career	Years of Experience:	[5-7 years]
Residence Location:	United States	Degree:	Some College or Equivalent Experience
Contact info:	vsinkler@kbacontracting.com		