



## Senior Project Manager

**Green Hammer is seeking a seasoned project manager to join our unified design-build team. This position will primarily focus on new residential, multi-family, and commercial projects.**

### Who Are We:

Green Hammer is a mission-driven, triple bottom line, sustainable design-build firm in Portland, OR. We have a multi-disciplinary team of architects, project managers, field managers, carpenters, and administrative staff with the capacity to design and build some of the most energy-efficient, healthy buildings in the world. With nature as our inspiration, we fuse intelligent design with a deep knowledge of building science to create beautifully inspired spaces which reduce, recycle, or even give back the resources of the planet. Our success lies in our people and ability to align through a Unified Design-Build Process.

We also proudly joined a global community of Certified B Corporations in 2017 which have one unifying goal – to redefine success in business. Every day, we try to find ways to improve our business operations so that we can become an even bigger force for change in our community and the world. This translates to a fun and inspiring workplace where equity, diversity, and inclusion are celebrated. We are also a place where you can bring your activism to work every day and “B” the change.

### Who Are You:

You have worked in the design or construction focused world and are excited to join one of the most forward-thinking design-build companies in Portland, Oregon - and the West Coast.

You are enticed by Green Hammer’s mission. You share Green Hammer’s values and you have a strong desire to bring them to life in every project, interaction and in the decision-making process with clients, team members, and project colleagues.

You see working as a team as the most effective way to tap into and utilize institutional knowledge and are comfortable guiding a team as well as contributing to team leadership by others.

You thrive in an organizational environment that promotes self-motivation and self-management with a high degree of accountability and interplay of roles. Your first reaction is calm. You inspire and set the path for positive results from the first moment something unexpected arises.

Most of all, you can see the big project picture, how projects and team members interplay. You recognize issues early and also see potential synergies. You mentor project teams and inspire through knowledge, integrity, and trust. You hold yourself and others accountable. You are fluent in a number of relevant software platforms and eager to integrate with Green Hammer’s Unified Design Build Process. You also speak the Design, Build, Contractual, and Customer Service vernacular. You know traditional techniques and mingle them with contemporary methods. You thrive on exceeding your client’s expectations of livability, health and comfort and deliver the project on time and budget. You pride yourself in exceptional customer service and helping your client through an important and sometimes stressful process.

Responsibilities will include

- Collaborate with the design team from schematic design through construction documents.
- Provide constructability and cost assessments throughout the design process.
- Assume responsibility of the preliminary project budget from the sales team and ensure it is reconciled with the client and design objectives.
- Take over client relations from the sales team and share in client management with the design team.

- Oversee the pre-construction process which includes identifying new trade partners, creating bid packages, soliciting bids, vetting, and contracting.
- Establish and maintain trade partner relations.
- In collaboration with the project superintendent, create a project calendar for pre-construction and construction phases.
- Material management including purchasing and coordinating the timeliness/logistics of deliveries.
- Maintain the project calendar in collaboration with the superintendent and provide clients with regular updates on job progress.
- Proactively addressing client concerns.
- Change order management with trades and owners.
- Overall responsibility for project profit and loss and risk assessment during construction.
- Engaging in site related work from time to time as needed to keep projects moving forward.
- Provide mentorship to other build team members, particularly developing project managers.

**Qualifications:**

Qualified candidates will ideally have 12+ years of experience in the construction field with at least 8 of those years in project management. Preference will be given to candidates who have commercial construction and multi-family experience. All candidates must have strong written and verbal communication skills, a high proficiency for financial and schedule management. Top candidates will be enthusiastic about working as part of a collaborative design build team and will have demonstrated a dedication to sustainability in their prior work. All candidates must be comfortable working with project management software systems and Microsoft Office Suite. Prior knowledge of Procore is a plus.

This is a full-time, exempt position with competitive compensation and benefits package including medical/dental/vision, paid time off, retirement contribution, long term and short-term disability insurance.

Green Hammer is an equal opportunity employer. We are committed to creating a diverse environment and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**To Apply:**

Email a resume, cover letter, and references to [hr@greenhammer.com](mailto:hr@greenhammer.com), with "Senior Project Manager" in the subject line. Please do not call the office.

EOE/AA/M/F/V/D