Project Manager - Wanted

Swal'lech Construction – Lopez Island, WA - Full-Time
www.swallechconstruction.com

About Us

Swal'lech Construction is a small design-build construction company known for its quality craftsmanship and personal customer service. Our projects include custom homes and high-end remodels throughout the San Juan Islands. We are looking for a hands-on Project Manager who can keep jobs moving, clients happy, and crews on schedule.

The Role

As our Project Manager, you will be the day-to-day point person for our active job sites. You will work closely with management, vendors, subcontractors, and clients to make sure projects are completed on time, on budget, and to our standards.

Responsibilities

- Manage 2-4 active residential projects simultaneously
- Create and maintain project schedules, coordinate subcontractors, and material deliveries
- Serve as the primary point of contact for clients throughout the build
- Conduct regular site visits to monitor progress, quality, and safety compliance
- Review and process submittals, RFIs, change orders, and project documentation
- Track project budgets
- Assist with scoping and estimating for upcoming projects
- Ensure all work meets local code requirements and company quality standards

What We Are Looking For

- 3-5 years of experience in construction project management or a closely related field
- Solid understanding of residential construction processes, trades, and sequencing
- Strong organizational and communication skills
- Ability to read and interpret blueprints and construction documents

Compensation and Benefits

- Competitive salary commensurate with experience
- Health insurance, including dental and vision
- 401K with company match
- Structured performance bonuses
- Paid holidays, sick time, and vacation

How to Apply

We review applications on a rolling basis until filled. Please send a letter of interest and resume to: rob@swallechconstruction.com. No phone calls please.