

Position: Project Manager
Reports to Managing Director

MISSION: To strengthen communities with an empowered workforce by creating profitable social enterprises.

Summary of Role: Balancing mission and business the Project Manager serves as a lead coach for teams of men and women committed to providing high quality interior demolition, trash-out, and general labor services to its customers.

Passion & Experience: We prefer to have someone with experience in the construction industry, knows how to read an architectural plan, and manage a team committed to exceptional services to our customers. It is vital this person has a strong passion for our mission and is willing to learn and do what is necessary to move the mission forward.

Specific Tasks:

- Manage current customer expectations by regularly following-up with customers, walking sites, executing on feedback and ensuring a strong and vibrant customer satisfaction experience—strengthen the relationships!
- Coach and mentor team members on the key principles of effective communication, time management, quality control, attention to detail and other professional and life skills integral to personal and professional growth.
- Manage the day to day schedule ensuring work is completed on time and in budget.
- Manage/ track equipment/ supplies ensuring things are taken care of properly, put in their proper place and used safely and in the correct way.
- Assist with bidding/ estimating of new projects/ contracts.
- Work alongside the crews in the field providing life on life mentoring and coaching.
- Ensure a safe, OSHA compliant environment at all times.

Basic Requirements: Valid driver's license, ability to operate power tools, effective verbal and written communication skills, ability to lift 75lbs, basic computer skills and an ability to use technology (smart phone, e-mail, dropbox, google calendar, truck tracker, etc.).

Interested candidates please submit a resume and either a cover letter or a brief e-mail stating why you are interested in moving the mission of CleanTurn forward and what value you believe you would bring to the team. Please include your compensation expectations/ needs and your availability to start.

Submit to Lori Moyer at lmoyer@cleanturn.org