



# Project Manager

## SUMMARY

Halo Solar is seeking a Project Manager to join our growing team!

The primary responsibility of this position is to plan and manage project resources, prepare budgets, monitor project progress, keep stakeholders informed through completion of project.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee pre-construction meetings to ensure successful handoff from designer to field.
- Oversee project from start to finish.
- Complete, update and distribute project management communications of various types such as purchase orders, safety inspections, material and labor logs, inventory and meeting minutes.
- Collaborate with and utilize the prefabrication department.
- Manage financial aspects of projects through ongoing job forecasting.
- Communicate with team members about project-related data.
- Communicate with clients to cultivate and maintain good relationships.
- Provide coaching and support to project foreman.
- Manage all job closeout procedures and conduct post-project reviews to determine best practices for future improvement.
- Other responsibilities as assigned.

## QUALIFICATIONS AND SKILLS

- Bachelor's degree in Construction Management or similar or equivalent experience and education.
- 5 years of successful electrical experience in project management and/or a job runner.
- Proficiency in Microsoft Office and Project Management Software.
- Ability to prioritize and manage multiple tasks, changing priorities as necessary in a fast-paced environment.
- Self-motivated, proactive and an effective team player.
- Excellent written and verbal communication skills.
- Strong attention to detail and problem solving skills.
- Must have valid Driver's License.

### Physical Demands:

- See details of objects three feet away.
- See color to discern color coding.
- Frequently enter data into computer/IPAD/Phone with keyboard.
- Move about and inspect areas of a jobsite in all types of weather.
- Constantly communicate with customers, vendors and teammates through online chat, email and verbal exchanges.
- Wear required PPE.



Halo Solar is proud to be an Equal Opportunity Employer. Our hiring practices provide equal opportunity for employment without regard to race, religion, color, sex, gender, national origin, age, United States military veteran's status, ancestry, sexual orientation, marital status, family structure, medical condition including genetic characteristics or information, veteran status, or mental or physical disability so long as the essential functions of the job can be performed with or without reasonable accommodation, or any other protected category under federal, state or local law.

**Halo Solar reserves the right to modify, interpret or apply this job description as appropriate in its business judgment. This job description does not mean that these are the only duties, including essential duties, to be performed by the employee occupying this position. Employees will be required to perform any other functions or duties assigned to them by management. *This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."***