

Scott Coatings is a family owned, commercial and industrial painting company located in Renton, WA. Founded in 2004, Scott Coatings has experienced steady growth while consistently working for the best owners, property managers, and general contractors in the area. We believe that our success comes directly from our employees and that unless our employees are the best at what they do, we will not continue to work for the best customers. We're currently projecting continued growth for the next several years and therefore we're looking for an experienced Sr. Project Manager to join our team and help lead us there.

This is an excellent career opportunity for the right individual to join our "family". This position offers a competitive salary, benefits and an opportunity for growth. In addition, this individual will make an impact that is felt immediately, and throughout the company.

Summary:

We're looking for this person to bring their wealth of Project Management experience and help develop and lead our current Project Management team to the next level.

This position would also be responsible for taking awarded projects from the estimating department and managing them through completion. The ideal candidate will be a leader and a teacher, honest, hardworking, assertive, always willing to learn, extremely organized and detail oriented, possess excellent written and verbal skills, and be able to multi-task between numerous projects at once.

Responsibilities:

- Act as a mentor for the current Project Management team by managing, leading, and assisting with development of skills.

- o Evaluate performance of PM team
- o Assist with the identification of PM related training needs
- o Conduct PM training as needed
- o Perform project and PM reviews
- o Assist with hiring or placing of project managers
- o Drive continuous improvement in the PM department

- Management of painting projects from award of contract to completion. Various duties include:

- o Review and understand contractual requirements
- o Drive project set-up, submittals, pre-con meetings, etc. to ensure an organized, efficient and timely start to project

- o Understand project budgets and make adjustments as necessary
- o Manage changes in scope and schedules
- o Work together with Production and Accounting to ensure all information regarding scope, scheduling and billing is clear, transparent and understood
- o Submit accurate monthly billings and closing
- o Ensure timely submission of closeout documents, warranties, etc.
- o Continually strive to maintain, and improve, customer satisfaction
- Assist with Estimating by pursuing further business ventures and new customers as opportunities arise
- Other tasks as assigned

Qualifications:

- A personality fit with the rest of our office, as well as a strong willingness to succeed will be heavily weighted.
- The ideal candidate will have 5+ years of experience in a construction office setting.
- PMP certification is preferred
- Computer proficiency is a requirement with an emphasis on MS OFFICE applications and specifically Excel.
- 4 yr degree in Construction Management or similar. Less or different education will be considered with the right amount of experience.
- Self motivated, quick and assertive.
- Extremely detail oriented and organized.
- Thorough understanding and ability to read architectural plans,
- Understanding of contracts and contractual obligations
- Ability to read and understand financial reports
- Construction site experience
- The ability to communicate clearly, to analyze information, to research and report results, and to strategically plan and execute will be key.
- Candidate will be joining a small office and may be expected to assist with many different tasks.

This is a perfect opportunity for the right individual to join a fast growing and exciting company at the ground level. The person that fills this position has the opportunity to greatly impact and shape the future of Scott Coatings, and to be a part of that early. If you've been toiling away in construction as a project manager and know you have what it takes to help BUILD something, we'd love to talk with you.

Please email your cover letter, resume, and salary requirements to info@scottcoatings.com. Responses without a cover letter will not be considered. No calls please.