

**Job Category:**

Real Estate Development; Affordable Housing

**Job Title:**

Project Manager – Construction

**Job Location:**

Salisbury, MD



**Green Street Housing**

Green Street Housing (GSH) is an experienced and fast-growing developer of affordable housing in the mid-Atlantic region. Founded 9 years ago, GSH has developed hundreds of units in Maryland, Delaware and Virginia. With many projects in our development pipeline, GSH is seeking to add an energetic and diligent Owner's Rep in Salisbury, MD.

**Position Summary**

The Project Manager – Construction, will report directly to the Director of Design and Construction and will act as GSH's representative during the construction period. The successful candidate must be able to work independently in a fast-paced, entrepreneurial environment, be able to manage multiple projects and prioritize their work.

**Job Responsibilities:**

- Track and maintain change orders, RFI's, requisitions, and meeting minutes
- Participate in site visits and inspections
- Maintain and track multiple project schedules
- Review and process vendor invoices and requisitions
- Possess the ability to create positive relationship with Local, State and Federal Officials
- Develop and maintain strong relationships with architects, engineers and contractors
- Assist with permit management
- Manage the construction team to ensure that all owner objectives are met including those relating to quality, schedule, and budget
- Maintain project photos
- Coordinate third party consultants

**Qualifications include:**

- Excellent time management and organizational skills
- Strong decision making/problem solving skills
- Computer knowledge and efficiency
- Proficient in Project Management software and Microsoft Office suite of products
- Construction industry experience
- Strong written and verbal communication skills
- Strong management skills
- Functions effectively as part of a team

- Certificate, Associate's or Bachelor's degree in Construction Management, Architecture or Engineering or 3 plus years of experience generating, overseeing or reviewing on-site construction work
- Solid understanding of construction documents
- Valid Driver's license required

**Salary & Benefits:**

Salary is based on skill and experience. Benefits include three weeks of flexible leave, Company paid health insurance for the employee available.

Responses go to Matt Auchey: [matt@greenstreethousing.com](mailto:matt@greenstreethousing.com)