



## MANOR REAL ESTATE

Job Description – Residential Rehab/Project Manager

<b>Division/Department</b>	Residential Sales Team		
<b>Location</b>	Greater St. Louis, MO Area		
<b>Job Title</b>	Residential Rehab/Project Manager		
<b>Reports to</b>	Broker	<b>Travel</b>	Reliable transportation required
<b>Compensation</b>	Salary + Bonus on each completed project	<b>Position Type</b>	Full-Time ~40 hours/week (will require some availability during nights and weekends)

### GENERAL DESCRIPTION

St. Louis based real estate company active in single-family, multi-family and commercial real estate ownership and redevelopment currently seeking a residential rehab / project manager to assist with a variety of new projects and oversee renovation, construction and finishes.

### REQUIREMENTS

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| <ul style="list-style-type: none"> <li>– Some experience in Real Estate preferred</li> <li>– Must thrive while multi-tasking</li> <li>– Ability to negotiate terms with contractors</li> </ul> | <ul style="list-style-type: none"> <li>– Critical thinking and problem solving</li> <li>– Attention to detail</li> </ul> |
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### JOB DUTIES

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| <ul style="list-style-type: none"> <li>– Work with and supervise the construction crew in the renovation of each building (primarily single-family homes)</li> <li>– Create Scope of Work for each project</li> <li>– Secure multiple bids and negotiate pricing with contractors</li> </ul> | <ul style="list-style-type: none"> <li>– Opportunity to have the ability to implement design and finishing choices</li> <li>– Assist with each stage of construction and monitor progress to ensure timely completion and under budget</li> </ul> |
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### BENEFITS

- Salary + Bonus on each completed project
- Health insurance
- Additional resources and training provided from management
- Vacation pay

Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

**\*To apply for this position, please send your Resume and Cover Letter to [HR@ManorRealEstate.com](mailto:HR@ManorRealEstate.com)**

[www.ManorRealEstate.com](http://www.ManorRealEstate.com)