



MANOR REAL ESTATE

Job Description – Residential Rehab/Project Manager

Division/Department	Residential Sales Team		
Location	Greater St. Louis, MO Area		
Job Title	Residential Rehab/Project Manager		
Reports to	Broker	Travel	Reliable transportation required
Compensation	Salary + Bonus on each completed project	Position Type	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"> – Some experience in Real Estate preferred – Must thrive while multi-tasking – Ability to negotiate terms with contractors | <ul style="list-style-type: none"> – Critical thinking and problem solving – Attention to detail |
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JOB DUTIES

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

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