

Junior Project Manager

Status: Full-time, on-going, at-will

Schedule: Monday - Thursday, 7 am – 4 pm, Friday: 7 am – 1:30 pm

Reports to: Adam Graham, President

Job Summary

Local, award-winning design and build landscape construction company is looking for an experienced full time Project Manager who wants to learn on the job and grow with the company. The ideal PM is able to plan, oversee, and lead projects. This person is highly motivated, professional, is able to fill in different roles of management. This position participates in business-development decision-making and contributes to the profitability of the business. Profit share opportunities if promoted to full Project Manager.

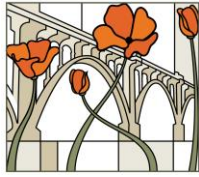
Essential Functions

Under the supervision of a Project Manager:

- Manage relationships with potential clients
- Establish and maintain relationships with third parties/vendors
- Supervise ASC workforce of 5 – 15 people
- Produce project estimates
- Design and approve contracts
- Plan, coordinate, and oversee construction projects
- Manage multiple teams and subcontractors
- Review construction documents and plans to ensure accurate installation
- Develop and track budgets
- Track spreadsheets, diagrams, and process maps to document project needs
- Daily communication with billing department, other PMs, and President
- Approve daily invoices
- Schedule and coordinate materials ordering and delivery
- Attend meetings and seminar training when needed

Qualifications and Skills

- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to handle multiple tasks in a fast-paced environment with changing priorities



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- Strong time-management skills
- Microsoft office proficient
- Clean driving record
- Ability to read construction documents and plans
- Read and interpret construction drawings with minimal supervision
- Effective working relationships with co-workers and consultants
- Self-motivated
- Bilingual in Spanish and English is helpful

Physical Requirements and Environment

While performing the duties of this job, the employee is regularly required to: stand, climb, walk, lift/carry (up to 40 lbs.) pull, push, grasp, reach, type or key, stoop, crouch, kneel, crawl (ramps, stairs vs ladders, scaffolding), distinguish color, see clearly near and far with or without corrective lenses, speak (languages), hear, drive, and occasionally operate machinery with foot or leg controls. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position is indoors and outdoors and is not always climate controlled. The employee may be exposed to high and low temperatures, a variety of weather, and potentially noisy environments and hazardous conditions.

Salary and Benefits

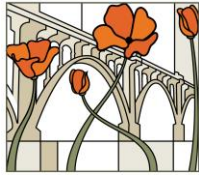
Arroyo Seco values its employees and offers competitive benefits packages to both part-time and full-time staff. Benefits include:

- Medical insurance
- 401(k) retirement program
- Educational opportunities
- Paid sick and vacation leave
- A supportive work environment with a team committed to your professional development
- A dynamic work environment both inside and outdoors at different sites throughout the day

Compensation starts at \$75,000/year, plus profit share, and is dependent on experience.

How to Apply

Provide a cover letter and resume to office@arroyosecoconstruction.com.



ARROYO SECO
CONSTRUCTION
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About Arroyo Seco Construction Design & Landscape

Arroyo Seco is a full-service landscape design and construction company based in Santa Barbara, CA. Arroyo Seco is devoted to creating both expertly engineered and masterfully designed spaces. With over 25 years of professional experience in the field, Arroyo Seco has established a reputation built on superior craftsmanship, skilled artistry, and exemplary customer satisfaction. Inspired by the diverse botany and vibrant flora of Santa Barbara, Arroyo Seco grows spaces where old-world craftsmanship meets innovative contemporary techniques.

The team at Arroyo Seco believes in a holistic approach to their craftsmanship, with careful attention to detail, tireless work ethic, and quality-driven results centered on a mutual foundation of trust. They pride themselves on being value-engineered, continuously delivering impressive quality with stunning longevity.

Equal Employment Opportunity Employer

Arroyo Seco is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.