



Columbia Roofing and Sheet Metal continues to grow in the Seattle metro area. We are seeking an experienced Commercial Roofing Project Manager to be responsible for overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. The project manager responsibilities span a broad spectrum, covering all the areas of project management, such as Project Planning, Cost Management, and adherence to Contract Specifications.

**Essential job duties and responsibilities include but are not limited to...**

- Accurately assign labor and material resources for all reroofing and maintenance projects
- Oversee and maintain adherence to project accounting, contract specifications, and budgetary guidelines
- Partner with Sales, Operations and Foremen to ensure customer expectations and project milestones are met. Anticipate and resolve potential issues at worksite
- Maintain Gantt project charts and generate reports as required
- Purchase roofing materials and supplies, negotiate best price with vendors

**Required Knowledge, Skills and Abilities:**

- Commercial Roofing Industry experience required
- Demonstrated project and budget management experience
- Ability to oversee multiple projects in multiple locations
- Leadership experience with roofing teams, excellent problem solving acumen
- Demonstrated proficiency with project management software, Excel and Outlook
- Experience with Dataforma a strong plus
- Exemplary leadership skills and collaborative work style
- Ability to work flexible hours and travel frequently to project sites, good driving record.
- Basic Spanish fluency a plus but not required

Columbia Roofing and Sheet Metal is an equal opportunity employer and promotes a drug-free workplace. We offer a competitive base salary and excellent health benefits and retirement package.