Hyalite Custom Building is hiring a **Project Manager**. The Project Manager position focuses on organizing and leading our resources to deliver premier custom homes and historic restorations within budget and with quality. The Project Manager position is ever-changing, requires flexibility, self-initiative, occasional physical labor, and regular management of changing priorities.

**This position will be located in Bozeman**

- Manage project execution to ensure adherence to budget, schedule, and scope.
- Support our staff and trade partners by creating an environment that enables peak performance of team members.
- Manage and communicate a clear vision of the project’s objectives and motivate the project team to achieve them.
- Manage relationships and expectations of project stakeholders keeping them informed of progress and issues.
- Proactively identifies and resolves conflict within our team.
- Compliance with and knowledge of HCB policies and OSHA rules
- Achieve a service-focused culture with emphasis on delivering on-time, high-quality homes

**Competencies Applicable to this Role:**

- **Command Skills** - Able to lead people to accomplish tasks, even if not their direct supervisor; takes unpopular stands if necessary; encourages direct and difficult debate but is able to reach a decision and move on; looked to for direction during problem situations; looks to resolve challenges, not defer to someone else.
- **Composure** – Able to maintain a rational and objective demeanor when faced with stressful or emotional situations; makes emotional and physical changes to manage, control, and reduce tension in trying situations; handles pressure and/or stress effectively and does not become defensive or irritated; professional maturity; not derailed by obstacles or rejection.
- **Conflict Management** – Sees conflict as opportunities rather than difficult situations; good at focused listening to all sides; can come to conclusions on difficult situations and settle disputes in a way that considers the needs of the people and the business; finds common ground and gets cooperation with minimal distress.
- **Dealing with Ambiguity** - Able to cope with change; versatile; can shift gears as priorities or business needs change; able to act without having all of the answers; doesn't get frustrated when things are ambiguous; able to move on if situation necessitates it, even if other tasks/projects aren't complete; able to balance acting with uncertainty with risk.
- **Decision Making** - Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision; also able to make good decisions using a mixture of analysis, experience, and judgment; decisions generally turn out to be correct/accurate when evaluated over time; is someone others can rely on for quality decisions.
- **Diplomacy** - Tactful when sharing feedback with others, while still being honest; thinks before speaking; doesn't react emotionally when negative items are shared with them; speaks to others in a way that shows regard for their feelings; avoids making insensitive statements that may offend others.
- **Planning** - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and obstacles; able to set priorities for self and others, based on project needs and organizational goals.
- **Process Oriented** - Able to determine the processes necessary to accomplish tasks; utilizes existing processes effectively; knows how to organize or combine tasks that align with processes to make workflow efficient; looks to improve existing processes when appropriate.
• **Team Building** – Taps the power of the team to identify and solve problems and make decisions to accomplish goals efficiently; fosters an environment of teamwork in which members seek and rely on the strengths of others on the team and solving problems as a group; aligns the correct person to the correct job/task.

**Required Competencies:**

• Integrity & Accountability
• Work Hard Every Day
• Mature Communicator
• Think Critically
• Staff and Customer Focused
• Organization and Time Management

**Physical Requirements and Working Conditions**

• All positions at HCB require the ability move about a jobsite and inside an office environment. The office environment will require operation of computers and other office productivity machinery and frequently communicates with other employees, clients, and vendors. Jobsite duties may include operation of work trucks, trailers, small equipment, and tools.
• This position will require jobsite travel
• Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job which may include helping others in the same or different departments, may be assigned by supervision. Duties, responsibilities and activities may change at any time with or without notice.

**Hyalite Custom Benefits Include**

• Based in beautiful Bozeman, Montana
• Bring Your Well Behaved Dog
• Flexible Work Schedule
• Paid Vacation, Sick Leave, & Holidays
• Generous Company retirement match
• Health Care reimbursement (ICHRA)
• Company truck

Contact our Human Resources Department via phone at (406) 580.8800 or e-mail at info@hyalitecustombuilding.com

Job Type: Full-time

Compensation: $25 to $40 depending on level of experience and education.