



Title: Project Manager

Location: Launceston

Company: Tiny Homes Tasmania Pty Ltd

Report directly to: Jason Zadow (Director)

## Job summary:

A key leadership position in the company, the Project Manager will oversee the planning, coordination, and execution of tiny home construction projects to be installed all over the state.

You will be responsible for managing project timelines, budgets, and resources to ensure that our tiny homes exceed the expectations of their future owners. The project manager collaborates with designers, contractors, and clients to facilitate smooth communication and project delivery.

## Purpose of role:

1. To add value to the Tiny Homes brand.
2. To give our clients a dedicated experience with exceptional and honest communication.
3. To be part of a team that stands out from the rest.

*Live small, dream big.*



## Responsibilities:

- Maintain a 6 month plus build schedule of works
- Establish project management software or application
- Produce Bill of Quantities for each project
- Correspond with Designer and Engineer
- Plans and quotes
- Variation documentation
- Track project build costs
- Prep project documentation for Construction Manager
- Obtain kitchen quotes and plans
- Draw electrical plans
- Manage site works statewide
- Coordinate tiny home deliveries and logistics
- Schedule sub-trades
- Use CRM system
- Attend site consultations
- Client consultations and display home inspections

## Qualifications:

- 2+ years' experience in a project management role (preferably construction experience using project management software such as Wunderbuild, BuildXact or Microsoft Project Pro, or similar)
- Experience developing and implementing standard operating
- Customer Relationship Management (CRM) applications or software to track flow of communication.
- Understand construction plans and engineering specifications to do take offs for ordering and preparing a project for construction.

## Core construction values:

Our company values **Safety, Team, and Efficiency** in that order. Safety should never be sacrificed for the sake of the other two, and we can't compromise the Team to improve Efficiency.

*Live small, dream big.*



## How to excel in the position:

Consistently evaluate decisions by asking: Does this simplify and improve the process for the team and the client?

Tiny Homes Tasmania needs someone who can take ownership of each project. The successful applicant will have the freedom to develop and record a simple, repetitive process from the moment a client engages with the company to handing them the keys.

A valuable Project Manager is someone who anticipates issues in advance and won't hesitate to pivot to prevent issues occurring.

## Time management/hours:

- Full-time: 8am - 4pm, Monday-Friday

## Reporting:

- Daily scheduling to keep the program accurate for all to see.
- Meetings with Jason and Construction Manager as required to discuss schedule and changes to the program.
- Consistent, honest and realistic communication with clients.
- Minor issues are your responsibility but need to be reported in weekly meetings. (<\$500 to fix)
- Major issues - bring 3 solutions and 1 recommendation. (> \$500 to fix)

## Ownership:

Taking ownership means being fully responsible for your role's success and failure. Not only yourself, but the team members your role affects. Their mistake is your mistake – as are the wins! It's about proactively solving problems, innovating, and always seeking improvement. By showing initiative and accountability, you contribute more and create a better team environment.

*Live small, dream big.*