

Foothold

POSITION: Project Manager

REPORTS TO: CEO

POSITION OVERVIEW: Foothold is a startup company that is creating a supply side solution to the housing crisis facing towns around Montana. We are prefabricating high quality, sustainable, and affordable homes out of our factory in Butte, MT.

The Project Manager will be a crucial part of Foothold's continued growth and success.

Individuals interested in joining Foothold's operations team should possess experience in project management, procurement, workflows, and subcontractor communication.

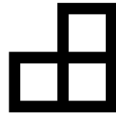
The ideal candidate for this role has experience in project management and procurement, and is self-directed, organized, and motivated to achieve results. As Foothold continues to expand, there are significant growth and professional development opportunities for the Project Manager. This role will involve work with the Production Staff based in Butte, MT, the Operations Team based in Bozeman, MT, and clients around Montana. Some travel between locations will be required.

JOB DESCRIPTION: The Project Manager will oversee Foothold's client projects, including scheduling, budgets, ordering materials, and communication. Work will be 40hr/week, and will require some travel to job sites in Southwest Montana. The Project Manager will procure materials for builds, and coordinate with the Production Manager to ensure factory production happens on schedule. Additionally, the Project Manager will work closely with the sales and marketing team, existing clients, and production staff.

Responsibilities will include increasing operational organization, managing Bill of Materials and supply chain relationships, identifying new vendor relationships, scheduling long-lead time material procurement, managing inventory, and reducing expenses and scheduling conflicts where possible. The Project Manager will work closely with the Production Manager to schedule the production line.

RESPONSIBILITIES:

- Oversee schedule and budget for individual projects
- Manage subcontractor communication for onsite related work (excavation, concrete, utilities)
- Manage communication with clients, including weekly reports, progress tracking, onsite management, and scheduling
- Manage Bill of Materials and efficient supply chain ordering



Foothold

- Communicate with CEO and Operations staff
- Ensure production stays on schedule and within budget
- Oversee production materials, ordering, and staying ahead of the production line
- Schedule and manage trucking and delivery schedules to set modules
- Schedule personnel requirements for onsite “set” work and completion of modules

Other:

- Creative problem solving
- Ability to work within a team, both with Operations Staff, Supervisors, and Production Team
- Provide motivation, support, and guidance to all employees

QUALIFICATIONS:

- Confident and strong communicator
- Proficient in Google Drive (sheets, docs, slides)
- Exceptional organizational skills
- Ability to prioritize and self-direct tasks
- Detail oriented
- Subject to background and criminal history check
- Strong desire to contribute to the mission and values of Foothold

COMPENSATION: Project Manager will be paid starting at \$55,000/year, depending on experience. Options for equity in Foothold are negotiable, and comprehensive benefits will be provided. Opportunity for substantial performance based raise after 12-16 months.

WORK LOCATION: This position can be based out of Butte, MT or Bozeman, MT. Opportunities for remote employment.

Please email hannah@buildfoothold.com with a cover letter and resume, or for more information.