



About Us:

HERYNK + co is a full service design / build firm specializing in custom residential homes. Our approach is one of exceptional build quality, intentional design, organization, and a commitment to the impact of the structures we create.

We provide value to our clients through the skill of our project management, our proactive communication, and our collective pool of knowledge. It is our job to ensure that the many moving parts come together and work in unison – adhering to the promises we have made to our clients regarding quality, time, and budget.

The HERYNK + co crew consists of dedicated individuals working collectively to build better. We are proud to work hand in hand with team members who are both experts in their craft and who embody our principles.

Here each person is a key member of our organization and we all share responsibility for the success of our projects. We learn together and inspire each other to further develop our skills. This translates to a supportive culture of teamwork that we believe leads to better project results and a more sustainable work experience.

If you are looking to join a small, tight-knit, team where you can make impactful contributions to the built environment and be part of a dynamic company, then please inquire here!

Our project roster is expanding and we are actively seeking to fill the following position:

Construction Project Manager:

The Construction Project Manager is at the helm, leading projects from conception to realization. Reporting to the Principal, the Construction Project Manager works directly with Clients, Carpenters, Project Coordinators, and Trade Partners. The Construction Project Manager oversees our most complex projects. They ensure project success through their effective leadership, skilled project management, depth of construction knowledge, and dedication to a high level of craft.

Responsibilities:

- Manage one or more projects at varying stages while maintaining client satisfaction and delivering on the promises we have made in regards to quality, time, and budget.
- Lead the site crew, and direct trade partners, onsite throughout the day. Review project details in advance, set expectations, and prepare the materials/equipment/tools required to complete the work safely and efficiently.
- Skillfully delegate – assign tasks and ensure timely completion of deliverables while fostering the development of competencies within each project team.
- Create & maintain necessary project systems such as; project schedules, calendars, daily logs, inspection logs, order logs, meeting notes, safety binder, etc.
- Organize project documents such as; requests for bid, scope of work agreements & contracts, requests for information, specification sheets, plan sets, checksheets, etc.



- Track the project budget in real time. Confirm timecards, receipts, & invoices. Work with the Project Coordinator & the Principle to prepare documents required for client invoicing.
- Complete take-offs and work with the Project Coordinator to place orders for the project materials, equipment, and tools required to complete the job.
- Prepare & lead weekly client meetings. Communicate important project decisions and changes, as well as their effect on the project schedule or budget.
- Ensure all work is completed to plan specification, internal quality standards, and within the allocated budget.
- Verify contractual obligations are fulfilled, both to our clients, and with our trade partners.
- Maintain compliance with all applicable building codes; ensure inspections are scheduled and passed. Keep a clean, safe, and secure work area.
- Build positive relationships with clients, in-house crew, trade partners, and building officials.
- Tactfully negotiate for solutions that best serve the project. Be a client advocate.
- Support the Principal in preparation & delivery of project proposals, preconstruction tasks & processes.
- Foster engagement and contribute to a positive, engaging, fun, and safe work environment for our in-house team and trade partners.

Qualifications:

- Effective leader who balances strength and empathy, while instilling confidence in others.
- Exceptionally organized, and possesses a very high level of attention to detail.
- Adaptive to new situations and able to efficiently shift between tasks of varying complexity.
- Proactive thinker, able to foresee and intercept potential pitfalls.
- Active problem solver who is intrigued by project challenges and finds creative solutions.
- Excellent communication skills. Open minded, empathetic, and tactful.
- Strives to put forth their best efforts, and aims to meet or exceed expectations.
- Extensive experience with residential single family home renovation. Familiar with the design / build approach and the life cycle of a project from conceptual design through to constructed home.
- Highly skilled in construction project management & scheduling. Able to identify critical path.
- Ability to read detailed construction plans and succinctly communicate project details.
- Thorough first-hand understanding of applied construction methodologies — dedicated to the continuous expansion of their knowledge base.
- Passionate about design as it relates to architecture — committed to facilitating the execution of creative vision and to delivering work of the highest quality.
- Positive attitude, energized by the home building process, dedicated to the growth of individual team members and HERYNK + co as a whole.
- Team oriented. Prepared to throw on their bags and physically help the crew should the project require.

Experience & Requirements:

- 10+ years experience working in construction.
- 5+ years experience as Construction Project Manager or Site Superintendent.
- Must have significant experience in residential home renovation and/or new construction.
- (Preferred) 5+ years experience working as part of a field crew (ex: Frame to Finish Carpenter).
- High school diploma or equivalent required.



- (Preferred) Additional education via trade school or bachelors degree.
- High level of computer literacy; Google; Drive, Docs, Sheets (or MS Office Equivalent)
- Valid driver's license, a good driving record, a reliable & insured vehicle that is capable of carrying construction materials.
- Possess full set of tools required of a frame-to-finish carpenter. The Construction Project Manager is not typically acting as part of the field crew, but may jump in to help as needed. HERYNK + co to provide specialty tools and equipment. Tool allowance to be provided, dependent on the amount of field work required.
- Flexibility to work the hours required of the project, and capable of driving between job sites as needed – on occasion to several sites in a day.
- Ability to stand and walk for long periods of time; sit for extended periods; bend at the waist; repetitive motions; push, pull, climb, balance, stoop, crouch, kneel or crawl; walk on uneven terrain; proficient manual dexterity with both small and large objects; lift and/or move at least 50 pounds.
- Resiliency to withstand occasional exposure to outside weather conditions, loud noises, tight spaces, high precarious places, moving mechanical parts, power tools, risk of electrical shock as well as other inherent construction site risks.
- Dedication to site safety and ensuring a safe work environment for all.
- You must be able to perform all requirements with or without reasonable accommodation.

Bonus Points:

- Working knowledge of; Smartsheet, Bluebeam, Revit/CAD.
- Prior experience with, and/or interest in developing, best practices as they relate to – high performance building, building science, green building, sustainability and resiliency.

Benefits & Compensation:

- Competitive pay, dependent on experience.
- Paid Time Off & Paid Holidays. Flexible policy prioritizing work/life balance.
- Bonus Program.
- Professional Development Stipend.
- Health & Wellness Stipend.
- Monthly Cell Phone Reimbursement.

Job Type:

- Full Time. Annual Salaried. Non-Exempt.

Location & Schedule:

- Monday - Friday. 8 hour shift. Typical hours: 7:30am - 4:00pm.
- In person. Working from one or more job site offices throughout the Portland Metro Area. Select projects may be further out.

HERYNK + co is an equal opportunity and at-will employer.

To apply email your resume, cover letter, and portfolio to:
info@herynk.co

Please include the position in the subject line.