



About UPSI:

Unlimited Property Services Inc. is a General Maintenance, Consulting and Construction Management company. We have been in business for over 20 years in the HOA industry within the San Francisco Bay Area. UPSI takes pride in treating our customers with kindness and respect as we work to understand each community's unique needs and requirements. As a small, family-owned business, we encourage our employees to have a healthy work-life balance. This is only possible with a team of employees who work with focus and dedication to excellence while on the job. Our employees have flexible hours and work both in the office and on-site as needed to serve our customers best. The heart of UPSI is to serve our customers and care for our employees as we continue to reach for excellence.

Project Manager –

Job Description: The Project Manager will be working as a team member with other Project Managers as well as handling some projects independently. The Project Manager will need to have a working knowledge of all projects to effectively and knowledgeably work cohesively with other PM's.

Expected Hours: Minimum 40 hours, typically between 6am-6pm, Monday - Friday

Daily Responsibilities may include:

- Weekly or Daily meetings with other Project Managers
- Permit acquisitions
- Community walks with or in lieu of other Project Managers
- Communication with other PM's
- Communication with contractors and subcontractors
- Communication with Property Managers or upon request, Board Members
- Proactively comm any concerns or potential conflicts within a project
- Time will be split between office hours and on-site hours

Qualifications and Skills:

- Must be kind with conscientious customer service skills
- Self-directed and proactive in problem solving skills
- Clever and thoughtful team involvement
- Clear and concise communicator
- Highly organized
- Eager to learn new skills
- Dependable with time management
- Proficient in all Microsoft applications
- Knowledgeable of estimating and estimating software
- Minimum 5 years in the CID industry
- College Degree desired
- Additional industry specific licenses and certifications desired

Benefits:

- Competitive Pay
- Paid Time Off
- IRA
- Health Insurance
- FasTrak tag

Question or to send resume email: susanna@upsionline.com