



custom designed | quality crafted | dream delivered

### Assistant Construction Project Manager

**We're Ready to Grow and you can help! RYNO Homes is creating a new, full-time opportunity for a confident person with a passion for excellence in the Residential construction industry.**

How would you like to join a small, enthusiastic team that works to be our clients design-build partner for their dream vision in Southeastern Wisconsin? Where your passion and persistence will be appreciated and well-rewarded? Where there is plenty of opportunity for personal and career growth and advancement?

RYNO Homes is looking for a special person who wants to be a part of family friendly business that is growing and a leader in Custom, residential construction. We specialize in Custom Homes, Additions, Remodels and Historical Preservation. We're dedicated to serving our customers with Custom Design, Quality Craftsmanship and Dream Delivered!

Your role will be an Assistant Project Manager, which will include submittals, subcontract execution, purchase orders, scheduling, job tracking, client communication, subcontractor/vendor/ coordination, and overall project supervision under the guidance of other RYNO Team members.

People describe you as friendly, trustworthy, optimistic, conscientious, and flexible – with a positive attitude. You see yourself as a self-starter, mature and persistent, with a methodical approach to work.

You're a team player, goal-orientated, love variety, work effectively with little oversight, and enjoy an invigorating, fast-paced environment. You're not afraid to jump in and help when necessary.

Your leadership skills are apparent as you direct and drive our team through proactive problem solving and plenty of thinking "outside the box".

You are excited to take advantage of this opportunity to learn and grow in ways you never anticipated. You've earned a college degree and have experience working in construction or related fields.

You understand construction and the details that relate to each field within construction. You're able to read blueprints, specifications and are familiar with all trades in construction. You are proficient in Windows and Microsoft Office, including Word, Excel, and Outlook. You're experienced with Adobe and Dropbox software, as well as Houzz or online software, are a valuable asset.

This is a full-time position with competitive pay based on experience, opportunity for growth and advancement. Our office is nestled in Hartland, WI. Our complete compensation package reflects our healthy appreciation for balance in life and offers significant incentives for the results you achieve - as well as those we achieve as a team. There is a potential opportunity for bonus incentives as we grow!

Please send your resume to [info@rynohomes.com](mailto:info@rynohomes.com).