



**MELTON**  
DESIGN BUILD  
MeltonDesignBuild.com

Join the  
**Melton Team**  
Project Manager

At Melton Design Build, we specialize in converting our client's dreams into reality with our award-winning residential design and construction services. If you'd like a rewarding position with an organization who promotes a strong work-life balance, respect among its employees, an excellent benefits package (including 100% paid health insurance), and is a fun place to work, we'd love to talk to you!

## WHO WE ARE:

Based in Boulder, Colorado, Melton Design Build is one of the top Design Build firms in the country. With a focus on having ecstatic clients and happy employees, we have made it possible for hundreds of Boulder County residents to enjoy well-designed homes that complement their lifestyles.

## HOW YOU CAN HELP:

The Project Manager is an essential part of our production team. This talented individual is responsible for the production of assigned remodel and new build projects, adhering to budgets, schedules, and ensuring a high level of customer satisfaction. They are also responsible for management of lead carpenters, carpenters, and sub-contractors working on the jobs to achieve these results. The Project Manager should enjoy working in a hands-on and team environment, and getting high quality projects through to the finish line.

## WHAT YOU WILL NEED:

- Minimum of 8 years remodeling experience
- Minimum of 2 years construction project management experience
- Great organizational and follow-up skills are a must
- Demonstrated solid general construction knowledge and planning skills
- Strong communication and people management skills
- Demonstrated strong attention to detail
- Knowledge about residential and commercial construction processes
- Proficient with Microsoft Excel, Word, Project, and Outlook
- Experience with SmartSheets is a plus
- Ability to use carpentry tools, lift up to 50 lbs, and sit for long periods of time to complete required paperwork.



[Click Here to View Our Projects](#)

## HOW WE CAN HELP YOU:

At Melton, our employee's health and happiness is a top priority. We offer a great work environment and excellent benefits.

### Perks Include

- Fun & rewarding place to work
- Excellent benefits package including: 100% paid health insurance; dental & vision insurance; and a company-matching Simple IRA
- Generous paid vacation and sick time
- 7 paid holidays per year
- Competitive salary
- Monthly employee events and annual parties
- Bagel Monday and a kitchen stocked with snacks and beverages
- Core values that include integrity, respect, dependability and continuous improvement

## HOW TO JOIN OUR TEAM:

If you are interested and you meet the above qualifications, we'd love to learn about you!  
Please submit a cover letter, resume, and portfolio to: [hr@meltondb.com](mailto:hr@meltondb.com)