

Construction Project Manager Anchorpoint Management

Location: Central Maine / Southern Maine

Position Type: Full-Time, W2 Salaried Position

Compensation: \$65,000 - \$95,000 based on qualifications, experience, and mindset

Reports To: CEO

Application Status: Open application, no set deadline

Anchorpoint Management is a premium design-build general contractor and commercial facilities management company based in Maine. We specialize in high-end custom homes, transformative renovations, and commercial facilities management.

We are not trying to be the biggest contractor in Maine. We are building something better.

Our company is grounded in leadership, communication, craftsmanship, and investment protection. We believe clients deserve a building experience that feels organized, transparent, and professionally managed from start to finish. We also believe the internal team behind that experience needs structure, support, accountability, and strong leadership.

As Anchorpoint continues to grow, we are looking for a highly capable Construction Project Manager who can help lead projects, strengthen operations, support the field team, coordinate subcontractors, and protect the client experience.

This is a key leadership role within the company and will report directly to the CEO.

Position Overview

The Construction Project Manager is responsible for leading residential construction and renovation projects from planning through completion. This role requires strong construction knowledge, excellent communication skills, leadership ability, and the confidence to coordinate multiple moving parts while maintaining Anchorpoint's high standard.

This is not just a scheduling role. This is not just a field role. This is not just a client-facing role. This position sits at the center of project execution.

The right person will be able to communicate clearly with clients, subcontractors, vendors, internal team members, and leadership. They will be able to anticipate issues before they

become problems, keep projects moving, protect quality standards, and bring calm, organized leadership to a fast-moving construction environment.

We are looking for someone who understands that successful construction management is not only about getting the work done. It is about communication, planning, accountability, problem-solving, and protecting the trust that clients place in our company.

Key Responsibilities

Project Leadership and Execution

- Manage assigned construction and renovation projects from pre-construction through closeout
- Coordinate schedules, subcontractors, vendors, materials, and internal resources
- Keep projects moving efficiently while maintaining quality and communication standards
- Monitor job progress and identify issues, delays, or gaps before they escalate
- Support project planning, sequencing, and execution with the CEO and operations team
- Maintain strong awareness of project scope, timeline, budget, and client expectations
- Ensure that work is completed according to Anchorpoint standards, project documents, and client expectations
- Help create structure and consistency across projects as the company continues to grow

Subcontractor and Vendor Coordination

- Communicate clearly and professionally with subcontractors and vendors
- Coordinate subcontractor scheduling, expectations, timelines, and follow-through
- Hold subcontractors accountable to quality, professionalism, communication, and schedule expectations
- Identify subcontractor needs, performance concerns, and opportunities for improved relationships
- Support the process of building a strong, reliable subcontractor network

Client Communication and Experience

- Serve as a clear and professional point of communication during assigned projects

- Help clients feel informed, supported, and confident throughout the construction process
- Communicate updates, questions, next steps, and project impacts in a timely and professional manner
- Protect the client experience by reducing confusion, preventing communication gaps, and bringing clarity to the process
- Partner with leadership to resolve client concerns professionally and effectively

Internal Communication and Team Alignment

- Communicate consistently with the CEO, operations team, field team, and administrative support
- Participate in project meetings, scheduling meetings, and internal planning discussions
- Provide clear updates on project status, subcontractor needs, schedule concerns, client questions, and job progress
- Work collaboratively with internal team members to strengthen systems, workflows, and execution
- Help build a culture of accountability, professionalism, and strong communication

Systems, Documentation, and Process

- Use company systems, including JobTread and internal communication tools, to document project updates and maintain visibility
- Ensure project information, photos, notes, schedules, and updates are accurate and current
- Support the development and improvement of internal project management processes
- Help create consistency in how projects are planned, communicated, executed, and closed out
- Maintain organized documentation related to project status, subcontractor communication, materials, changes, and client updates

Quality Control and Standards

- Monitor jobsite progress and quality
- Identify workmanship concerns, missed details, or potential quality issues
- Ensure that Anchorpoint's standards are upheld across all phases of the project
- Support punch list completion, closeout processes, and final client satisfaction
- Take ownership in protecting the company's reputation and the quality of the finished product

Ideal Candidate

The ideal candidate is an experienced construction professional who understands both the field and the client experience.

You may currently be working as a Project Manager, Construction Manager, Lead Carpenter, Site Supervisor, Operations Manager, or Senior Field Leader and be ready for a more strategic leadership role.

You are likely a strong fit if you:

- Have real construction experience and understand how projects move in the field
- Can lead people without creating chaos or unnecessary tension
- Communicate clearly, directly, and professionally
- Are organized and able to manage multiple moving parts
- Understand scheduling, sequencing, subcontractor coordination, and jobsite flow
- Can manage pressure without spiraling or creating confusion
- Notice details that others miss
- Take ownership instead of waiting to be told what to do
- Care about quality, client trust, and company reputation
- Are comfortable working directly with company leadership
- Want to be part of a growing company with a high standard and a clear vision

Required Experience and Qualifications

- Construction project management, construction supervision, or related field leadership experience
- Strong understanding of residential construction, renovations, and/or custom home projects
- Ability to read and understand plans, scopes, schedules, and project documentation
- Experience coordinating subcontractors, vendors, materials, schedules, and field teams
- Strong communication and problem-solving skills
- Ability to manage multiple priorities and changing project needs
- Comfortable using technology, project management software, email, calendars, and mobile communication
- Valid driver's license and reliable transportation

- Professional presence with clients, subcontractors, vendors, and internal team members

Preferred Experience

- Experience with high-end residential construction or custom homes
- Experience in design-build construction
- Experience with JobTread or similar construction management software
- Experience working directly with homeowners, architects, designers, subcontractors, and vendors
- Experience managing projects from pre-construction through closeout
- Ability to support estimating, change order awareness, and project financial tracking

Compensation and Benefits

This is a full-time W2 salaried position.

Compensation and benefits include:

- \$70k - \$95k annual salary
- Benefits available after 60 days
- Preventative Health Program covered at no cost to you
- IRA with company match
- Cell phone
- Vehicle stipend or company vehicle
- Competitive incentive program
- Opportunity to grow with a company that is building stronger systems, stronger teams, and a higher standard in the construction industry

Why This Role Matters

Anchorpoint is in a growth phase. We are building the structure, systems, team, and leadership needed to support high-end construction projects and long-term company growth.

This role is central to that next level.

The right person will help create clarity where construction often feels chaotic. They will help protect the client experience, support the team, strengthen subcontractor relationships, and bring leadership to the way projects are executed.

This is an opportunity for someone who does not just want another construction job.

It is for someone who wants to be part of building a company with a stronger standard.