

Job description

We are a construction management company seeking a skilled Project Manager to oversee and perform project work and completion in our commercial division. This is a year-round, full time position. Our ideal candidate has experience in ground up new construction as well as extensive remodeling expertise. Candidate should be teachable and eager to learn, have ambition and drive to expand your skills, and the ability to think on your own. A valid driver's license and good driving record is a requirement, company truck available. Best candidate would be self-motivated, positive attitude, drug free, good communication skills, have an eye for detail, and enjoy having fun at work. We are a fast paced work environment and everybody helps where needed.

Duties & Responsibilities

- Schedule the project in logical steps and budget time required to meet deadlines.
- Determine labor requirements with on-site sub-contractors for each construction site.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Obtain all necessary permits and licenses.
- Direct and supervise sub-contractors.
- Study job specifications to determine appropriate construction methods.
- Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
- Requisition supplies and materials to complete construction projects.
- Develop and implement quality control programs.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.

- Evaluate construction methods and determine cost-effectiveness of plans & methods.
- Track upgrades and overages
- Maintain OSHA safety standards on job sites
- Attend weekly meetings

Qualifications & Requirements

- Knowledge of construction and experience in the field
- High ethical standards, analytical ability, and excellent communicator—written & verbal
- Excellent customer service skills
- Ability to communicate effectively with crew, subs and clients – written & verbal
- Ability to follow up and follow through on client and associate requests
- Computer skills – Proficient in Microsoft Project, Outlook, Word and Excel
- Demonstrate outstanding leadership
- Ability to plan and see the “big picture”
- Able to delegate responsibilities
- Background in the construction industry
- Flexibility to be on the property whenever needed to ensure full staffing
- Exceedingly organized and efficient with the ability to multitask
- Able to work in a fast-paced environment
- Must be willing to stay until the work is done - Team Player
- Current driver’s license – clean driving record

Job Type: Full-time

Pay: \$60,000.00 - \$100,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off

Schedule:

- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- Project management: 3 years (Preferred)

Work Location: Multiple locations