



PROJECT MANAGER - Job Responsibilities, Requirements and Qualifications

Our ideal candidate will have a solid background in managing large construction projects related to either: Educational, Institutional, Industrial, or other commercial experience. In the role of Project Manager, we are looking for someone who can handle the following responsibilities:

- Oversee the entire construction project from beginning to end.
- Develop and communicate the scheduling plan to all parties to ensure execution is on time and within budget.
- Determine labor requirements and select, hire, schedule and oversee trades.
- Coordinate all planning meetings, to discuss inspections, requirements and expectations.
- Work with subcontractors to ensure the accuracy and timeliness of all subcontractor pay applications, submittals, and approvals.
- Responsible for scheduling, planning meetings, subcontract execution, submittals, material delivery, RFI's, change orders, cash flow, and start-up/ close-out items.
- Work with the Estimating department during the pre-bid and buyout stage of each project to ensure that the needs of the office and field staff are being addressed.

We are looking for candidates with the following background:

- Ideally, but not required to have a Bachelor's Degree preferably in Building Construction Science or Construction Management
- At least 2 years+ project management experience for a commercial general contractor; **Candidates with experience at any of the large local General Contractors is highly preferred.**
- Progression into a Project Management role; i.e. Prior to being a Project Manager, perhaps started as a Project Engineer or Project Coordinator
- Experience with projects ranging from \$2 million to \$100+ million.

Successful candidates will have good tenure at each of their companies and are looking to make a long term career move to a company in growth-mode. Please click the apply now button to send us your resume and to begin the process to your new career!

Computer Skills:

- Proficient in Word, Excel, and Outlook.
- Comfortable with using smart phone.