

Project Manager

The Project Manager works with our team to manage all aspects of construction projects, including customer and vendor communication, budgeting, scheduling, contract and project administration.

Specific responsibilities:

- Establish, track and manage project schedule.
- Work closely with operations management to request the resources required to meet project schedule.
- Ensure project financial success by establishing and managing project budgets; tracking and reporting job costs; working proactively to ensure project profitability.
- Negotiate and coordinate all work orders for changes in project scope.
- Promote total quality and customer satisfaction by making sure that all project work meets or exceeds customer expectations.
- Develop sub-contracts and purchase orders as required; select and provide oversight of hired sub-contractors.

Job Requirements:

- High school diploma with additional schooling (AS or BS degree) or equivalent experience preferred
- 4-6 years' experience working on similar construction projects
- Strong written and verbal communication skills
- Strong ability to work as part of a team.
- Committed to getting the job done right the first time – and the willingness to work hard and do whatever it takes to make that happen
- Possess a strong personal character including the ability to both accept positive feedback and constructive criticism, strong personal expectations, and willingness to improve and grow in a project management role.
- Ability to look at the “big picture.”

We are an Equal Opportunity Employer.