



Project Manager – Industrial Service Division

ABOUT US:

J. Davis Construction is a full service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

The Industrial Service Division is focused on being the premiere facilities and production maintenance contractor for manufacturers and industry across our service area. We have a vast project resume ranging from door hardware change out to pipe rack structure assembly. We complete our projects on time using our team of inhouse skilled craftsman.

POSITION SCOPE:

Project Manager's within the Industrial Service Division are responsible for managing multiple projects at various stages and overseeing projects from pre-construction to closeout. This is a fast-paced job. Project life cycles are in the one to nine-month range with completion timelines on work ranging from a few days up to six months.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Interact with clients and grow relationships
- Assemble proposals and ensure they are submitted in a timely manner
- Work with clients to solve problems where drawings, or plans, may not exist
- Schedule internal and external resources to ensure completion of projects
- Manage budgets and find cost savings when possible
- Complete client documentation and J Davis documentation, including work in process reports

SKILLS & ABILITIES:

- Must be computer literate with a working knowledge of Microsoft Office applications
 - Word, Excel, Outlook, Project
- Familiarity with construction project management software is a plus, but not required
- Reading understanding contract documents and P&ID drawings
- Knowledge and a background with project Estimating, Planning, Scheduling and Budgeting

J. DAVIS EMPLOYEE EXPECTATIONS:

- Ability to work independently or in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

EDUCATION AND WORK EXPERIENCE:

Preferred five (5) or more years' experience with knowledge of construction, design, and cost management as a Project Manager or similar position in an Industrial environment.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Resource Manager, rjohnson@jdavisinc.com.