



## **Project Manager – General Construction 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 General Construction Division is focused on being the premier general contractor in our service area. We pursue projects in the following sectors: Industrial, Amenities/Community, Higher Education/K-12, Commercial and Governmental.

### **POSITION SCOPE:**

Project Manager's with our General Construction Division are responsible for managing projects from contract date to closeout. Specifically, we need someone with a background in commercial or industrial construction including retail, institutional, educational, office, and manufacturing spaces. A range of familiarity with different envelope types such as structural steel, precast, tilt wall, and load bearing masonry is preferred.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Interact with clients and grow relationships
- Buyout the project and find cost savings where possible
- Work with superintendent and subcontractors to assemble project schedule
- Coordinate with subcontractors on schedule, budget, quality
- Work with clients to solve any problems
- 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 and 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 a commercial environment.

Bachelor's Degree in Construction Science & Management or a related field is preferred, but not required.

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](mailto:rjohnson@jdavisinc.com).