



Sr. Project Manager

ABOUT US:

J. Davis Inc. is divided into three divisions: General Contracting, Industrial Service and Civil/Grading. 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.

POSITION SCOPE:

Job duties include: Complete job start-up and completion, writing and negotiating purchase orders and subcontracts, resource scheduling, job costing, requisitioning and invoicing, and negotiating change orders. Duties also include working closely with on-site project Superintendents to ensure job progressively runs according to schedule, supplies and materials are ordered and on-site when needed, and sufficient personnel are available. Works closely with management to ensure project is on time and on budget. Visits project sites regularly and attends client construction meetings.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Supervises project managers
- Meets with new clients, assigns a project manager and interacts with clients to grow relationships
- Assembles and reviews budget proposals and ensures they are submitted in a timely manner
- Works with project managers & clients to solve problems when project details need development
- Schedule internal and external resources to ensure completion of projects
- Procure materials and equipment as necessary
- Manage budgets and find cost alternatives to support planned profit margins
- Complete client documentation and JDI documentation, including work in process reports

SKILLS & ABILITIES:

- Must be computer literate with a working knowledge of Microsoft Office applications
 - Word, Excel, Outlook, Project
- Good communications and organizational skills
- Good at problem solving and forecasting

EDUCATION AND WORK EXPERIENCE:

- Desired five (5) or more years' experience, with knowledge of construction preferred, in scheduling or coordinating
- College degree in Construction Management – with some emphasis on the Industrial sector preferred, or a combination of experience and education will be considered.

REPORTS TO:

- Division Manager

SUPERVISORY RESPONSIBILITIES:

- Project Managers

J. DAVIS EMPLOYEE EXPECTATIONS:

- Maintain company mission and core values
 - Mission - "We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
 - Core Values - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

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 Stacey Capell, Human Resources Manager, scapell@jdavisinc.com