



## **GC- Project Manager**

The Project Manager is an integral part of the General Construction Team and will be involved in numerous facets of the team to keep production on their projects running efficiently while working to mitigate project constraints which could impact budget and schedule.

### **Responsibilities:**

- Responsible for Maintaining Client Satisfaction on Assigned Project(s)
- Responsible for Development of Project Execution Plan (with Superintendent)
- Responsible for the Development and Finalizing of the Project Schedule (with Superintendent)
- Responsible for the Timely Buyout of all Major Purchase Orders and Subcontracts (30 Day Target for Buyout)
- Submit Subcontracts and Purchase Orders to Sr. PM for Approval
- Responsible for Submission of all Requests for Information to Designer and Owners
- Responsible to Lead and Document Weekly Subcontractor Meetings and Weekly OAC Meetings, and Maintaining Project Schedule
- Complete Work in Progress and Executive Summary Reports Monthly

### **Skills/Qualifications:**

- 5+ years of experience with knowledge of construction, design, and cost management as a Project Manager or similar position for a general contractor.
- Bachelor's degree in a related field (i.e., engineering, or related field with emphasis on construction science & management.) is preferred, but not required
- Proficient use of Microsoft Office Suite products including Microsoft 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
- Strong organizational and communication skills