



Position Overview: Senior Project Manager

The Senior Project Manager is responsible for the overall successful execution, management, profitability and timely completion of their assigned construction projects.

Overview of Project Manager Role (include but not limited to):

- Assist Estimator in bidding projects
- Review and understand all contract documents pertaining to projects
- Have a deep understanding of the project budget and track costs accordingly
- Code costs appropriately to budget for monthly progress billings
- Coordinate all project related paperwork with entire team
- Write RFIs, PCOs, subcontracts, purchase orders, and other related documents with assistance from Project Superintendent
- Produce and maintain schedule with assistance from Project Superintendent
- Procure, distribute, and track all project submittals
- Procure, organize, and distribute all close out information
- Coordinate job site meetings with all interested parties, leading the meeting and/or producing minutes for the meeting as required – this includes regular meetings with owner/architect and meetings with subcontractors regarding any issues that may arise
- Estimate changes to the project during construction
- Coordinate plan distribution and reproduction pertaining to project management
- Resolve any problem that may arise
- Evaluate risks
- Work directly with subcontractors and vendors
- Work directly and cultivate relationship with design team
- Work directly and cultivate relationship with project ownership

Requirements:

- Previous working experience as construction project manager
- In-depth knowledge of all facets of construction
- Proficient in Microsoft Office and Project
- Excellent time management skills
- Detail oriented
- Able to multi-task
- Problem solver

Desired:

- Bachelor's degree in Construction Management or related field
- LEED AP designation and/or green building experience
- OSHA Certification

Salary DOE. Benefits include health insurance, vacation, paid holidays, paid sick leave, cell phone, 401K.

Pay: \$85,000.00 - \$120,000.00 per year

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