



BUILDING SYSTEMS. ENSURING PROGRESS.

Job Description: **Project Manager**

Responsibilities will include, but not be limited to the following:

- Work as a team member within the organization
- Support in achieving company sales goals established for each fiscal year
- Solidify & build relationships with subcontractors and suppliers
- Estimate projects/changes that are plan/specification, design/build or negotiated
- Manage and successfully close construction contracts within the gross margins established by management
- Develop long term client relationships for repeat business with owners, developers and general contractors
- Coordinate manpower as required with other projects in the company

Duties include, although not limited to:

- Budgeting and cost control
- Scheduling
- Change order processing
- Billings
- Manpower control
- Material & equipment buyouts
- Manage project deliveries
- Subcontractor management to meet budget and schedule
- Project coordination including RFIs and coordination drawings
- Managing the submittal and closeout process
- Project commissioning and training as required
- Client satisfaction and future sales

Basic Qualifications:

- Bachelor Degree in Construction Management, or 10 years field experience in mechanical construction
- Exceptional communication and interpersonal skills. Must be able to present concepts to various audiences
- Must have strong customer service skills
- Ability to successfully work independently
- Competent with Microsoft Office Suite and scheduling software

Work Schedule & Hours:

This is a salary position.