

Job Description:

Commercial general contractor looking for a full-time Project Manager responsible to coordinate the entire project construction process from start to finish on multiple retail projects.

Summary of Responsibilities:

- General oversight and responsibility for projects through all phases of construction
- Prepare and maintain status of all project documents
- Evaluate and have a thorough understanding of plans, specifications, and all related project documents / information
- Receive and qualify subcontractor bids for completeness and identify any exclusions
- Ability to negotiate with subcontractor's post project award and work with management team in order to facilitate completion of all subcontractor buyouts and contracts
- Develop and submit RFI's and clarifications as required
- Engage as main point of contact with clients, design team, and local project authorities
- Develop and maintain project budgets, submittals, schedules, and compliance
- Completion of all project punch lists and closeout

General Requirements:

- Bachelor's degree or equivalent experience
- Construction project management experience
- Willingness to travel as required
- Proficient in Microsoft Office (Word, Excel, Project, PowerPoint)
- Clear understanding of plan and spec reading
- General understanding of construction means and methods
- Excellent organizational, teamwork, communication, and people skills
- Must be self-motivated and have the ability to manage several projects / tasks

Responding Candidates Please Send:

- Resume with professional references