

Construction Project Manager

Job description

Responsibilities for Construction Project Manager

- Meet with project team and gather any pertinent information related to project.
- Prepare bid documents for release to subcontractors and vendors.
- Prepare and update project schedule and budget on a weekly basis.
- Revise pre-construction budget to actual numbers after bid out is complete.
- Perform quantity take-off and estimating as needed.
- Constantly maintain budget and accounting records for the project.
- Meet with project team on a regular basis to review project budget and schedule.
- Make regular site visits, depending on the state and phase of the project.
- Coordinate building turnover dates with client.
- Coordinate safety program with the site superintendent.
- Complies with safety programs, policies, and procedures as they relate to the construction environment.
- Adheres to all federal, state, and local laws and regulations as they relate to the construction environment.
- Performs additional duties as assigned

Construction Project Manager Qualifications

- Degree in Construction Management or related field preferred
- Three plus years of experience in construction management or related field preferred
- Ability to read and interpret all design drawings and specifications.
- Must be able to successfully interact with, building officials, owners, subcontractors, vendors and anyone else necessary for the successful operation of the construction process.
- Must fully understand all aspects of the scheduling process, utilizing the in-house computer scheduling program.
- Ability to write coherent and all-encompassing work scopes for every trade category of the project.
- Have the knowledge and ability to understand and track all financial aspects of their projects.

- Must have the computer skills necessary to complete all tasks as required by the position.
- Strong attention to detail and ability to work under pressure to meet deadline
- Effective communication skills to collaborate with internal teams and external stakeholders
- Ability to negotiate prices with subcontractors and suppliers

Compensation package:

- \$75-\$100,000 Salary
- Bonus opportunities

Experience level:

- 5-10 years

Schedule:

- 7am-4pm EST
- Monday – Friday

Come join our team!

Job Type: Full-time

Pay: \$75,000.00 - \$100,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Experience:

- Project management: 1 year (Preferred)

Ability to Commute:

- Terre Haute, IN 47807 (Required)

Ability to Relocate:

- Terre Haute, IN 47807: Relocate before starting work (Required)

Work Location: In person