

WE ARE HIRING

PROJECT MANAGER



Job Summary:

To manage, coordinate and track all phases of assigned construction projects including proposals, subcontracts, administration, documentation and reporting.

Qualifications, Knowledge, Skills and Abilities:

- Bachelor's degree in construction management OR an associate degree in construction management or construction technology with two (2) years of experience working in the construction industry as a project coordinator OR four (4) years of experience working in the construction industry as a project coordinator
- Expert level of experience in the following areas for commercial construction: Scheduling, budgets/project expenditures, submittals, commitments, checklists and daily reporting
- Strong ability to lead a project and lead project meetings and possess excellent communication skills

Summary of Job Duties:

- Take lead role in maintaining and monitoring project plans, project schedules, budgets and expenditures
- Ensure project deadlines are met
- Create schedules and visit project worksites with Construction manager to ensure goals, objectives and deadlines are met

Send Your Resume to:

kimberly.barefoot@raywestdesignbuild.com

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