

Project Manager

April 19, 2022

Summary:

The Project Manager provides the overall leadership for the execution of successful outcomes on projects. The Project Manager leads the project team with a focus on the customer, utilizing open communication, setting clear direction and establishing high levels of expectations for the performance. This position requires passion, dedication and a strong sense of accountability

Job Description:

- Overall ownership of project, in conjunction of field staff, to ensure projects are completed to the highest level of quality, within schedule and budget, while meeting the client needs and Symmetry Builders' business objectives.
- Negotiate, prepare and administer subcontracts and purchase agreements.
- Develops and manages overall project budgets
- Assists in developing overall project schedules
- Facilitates effective and productive weekly OAC meetings
- Ensure that all required project documentation is complete and accurate.
- Prepare and negotiate change orders with Owners, Architects, subcontractors and suppliers.
- Assists in providing overall direction, scheduling, and support to sub-contractors
- Manage customers through the entirety of a project
- Provide internal reporting and projections
- Proactively identifies project specific risk issues, establishes a strategic action plan to address them and effectively executes the plan for a successful outcome.
- Obtains permits and licenses from appropriate authorities
- Ensures that projects are completed on time and within budget
- Produce and manage all required administrative documents (Submittals, RFIs, ASIs, etc.)

Qualifications

- Construction management professionals with a bachelor's degree in Construction Management/Engineering or related field
- Proficient in MS Office Suite, Word, Excel and Outlook
- Construction Experience: Successfully completed 5 or more construction project in the capacity of a Project manager
- Versed in construction concepts and means and methods
- Detailed level of understanding, reading and interpreting blueprints and specifications.
- Ability to facilitate, coordinate communicate on all levels

Compensation: \$75,000 to \$110,000 annually,

Benefits: Employer paid health, dental & vision, life insurance, matching 401k, PTO, mileage reimbursement and/or vehicle allowance