

## Project Manager

### DESCRIPTION:

The Project Manager (PM) is the person of contact for the Contractor and will be the face of the company in all communication between the Architect and Owner. PM attends weekly meetings to discuss the schedule of the project and any conflicts that may arise.

### RESPONSIBILITIES:

*Primary duties include, but are not limited to:*

- Manages baseline schedule
- Creates change events
- Manages Change Orders and Back Charges
- Claims preparation, Fragment schedule analysis
- Conducts Subcontractor Labor Interviews
- Manages conflict resolution
- Creates Owner Meeting Minutes
- Conducts PCO Meetings
- Puts Owner's on Notice
- Runs internal meetings
- Manages Safety awards
- Creates Schedule of Values
- Manage Subcontractor Billing
- Reviews Subcontractor scope
- Manages time and cost impact Notices

### DESIRED QUALIFICATIONS:

- 5+ years of relevant construction experience
- Bachelor's Degree or higher in Architecture, Engineering, Design, or Construction Management
- Ability to multitask
- Strong organizational skills
- Proficiency with Procore, MS Suites
- OSHA 10

**COMPENSATION: \$120K-\$150K**