



Project Manager

AMG & Associates, Inc. is seeking skilled and experienced **Project Managers (PM)** to join our team. As a Project Manager, you will serve as the primary point of contact for contractors and act as the face of the company in communications with architects and owners.

Key Responsibilities:

- Develop and manage the project's baseline schedule.
- Create and track change events, change orders, and back charges.
- Prepare and document owner meeting minutes.
- Facilitate PCO (Potential Change Order) meetings and ensure proper communication.
- Issue formal notices to project owners when necessary.
- Organize and lead internal team meetings.
- Develop and maintain the schedule of values.
- Oversee subcontractor billing and review subcontractor scopes of work.
- Address and manage time and cost impact notices effectively.

Qualifications:

- Bachelor's degree in Construction Management, Engineering, Architecture, Business, or a related field (preferred).
- Minimum of 5 years' experience as a Project Manager in commercial construction (preferred).
- Proficiency in **Procore** and **Microsoft 365**.
- Strong knowledge of project engineering principles, practices, and conflict resolution.

Why Join Us?

If you are a highly organized individual with a proven track record in managing **commercial** projects, we want to hear from you!

At AMG & Associates, Inc., we offer competitive compensation packages, opportunities for professional growth, and a collaborative work environment.

Be part of a team that values excellence and innovation. **Apply now** to advance your career as a Project Manager with AMG & Associates, Inc.

Apply today!