

PROJECT MANAGER

Job Description

Embree Construction Group, a national design build general contractor and developer, with 30 plus years in the commercial construction industry, seeks an experienced **Project Manager** in the commercial construction industry. Ground up experience in banking, automotive, medical, self-storage and/or the restaurant industry is preferred.

Responsibilities include, but are not limited to:

Bidding the project through the award stage, pre-construction, project construction, administrative duties, site visits, and project completion and close out processes. Of a more specific nature, these responsibilities include:

- Obtaining necessary bid documents, creating plan matrix, contacting subcontractors, and bid project
- Determine schedule, obtain permits, licenses, etc.
- Create budgets
- Discuss safety, job specifics, lead time on materials, etc.
- Communicate with owner and superintendent daily regarding schedule, changes, options, potential problems/solutions
- Adjust budgets, approve bills, ensure subcontractor payments are made, conduct site visits
- Resolve punch lists, pay final subcontractors, collect lien waivers, and provide required document for project close-out

Skills & Qualifications

- Candidates must have a minimum of 8 -10 years of experience in similar types of construction previously listed
- Construction Science degree or related equivalent degree
- LEED Certification and PMP certification preferred
- Must be willing to travel
- Candidate must live in the local area or be willing to relocate
- Project management, including all elements of scope, schedule, cost, risk, quality, resources and communications (8-10 years)
- Strong problem-solving and analytical skills
- Ability to communicate clearly and concisely, both orally and in writing
- Proficiency in Microsoft Word, PowerPoint, Excel and Project
- Ability to establish collaborative relationships and communications with clients

Embree offers a team focused work environment with Competitive salaries, performance bonuses, and benefits including medical insurance, paid vacation and 401(k)

****Submit, along with your resume, a list of the different types of projects you have worked on in the past.***