

Project Manager

Description

Establish Project objectives, Initiate and maintain liaison with prime clients and contacts to facilitate activities, represent Company in project meetings, vendor and subcontractor scope review to prepare for purchase, expedite incoming and outgoing correspondences, schedule and attend job meetings with subcontractors and clients, prepare and log EWP's and prepare budgets, process submittals and releases, track equipment and materials, and expedite when necessary, monitor job progress compared to the established schedule, take-off and order specialty items, prepare Schedule of Values and monthly requisitions and monitor status of payments. Take-off and price changes, negotiate settlement of Extra Work Proposals (EWP's) with Client, handle final project closeout.

Requirements

Thorough knowledge of the construction process and management techniques. Education equivalent to a Bachelor's Degree in Engineering or Building Construction. Must have a minimum of two (2) years experience and a degree, or five (5) years experience in mechanical related fields.

Thorough understanding of blueprints, plumbing and air conditioning principals and products, and in the contracting process. Computer literate, with a working knowledge of Excel, Word.