



Job Description – Construction Project Manager

JOB SUMMARY:

To provide management oversight for all phases of multiple construction Projects running simultaneously, including coordinating workers, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget. Must be able to work with little or no supervision while managing a team of multiple sub-contractors and vendors. Position requires the ability to manage high volume, quick turn, retail remodels with multi-billion-dollar retail Clients. Up to 60% travel may be required as our Projects are nationwide.

ESSENTIAL FUNCTIONS:

- Be an expert on our Client's organization, equipment, store layouts, and operational goals.
- Manage our Client's money like it is your own.
- Understand and follow our Company's Processes and Procedures.
- Conduct detailed, on-site Scope Walks to determine store specific Scopes of Work.
- Read, understand, and create detailed Bluebeam mark-ups on our CAD Drawings.
- Write accurate and detailed store specific Scopes of Work and Project Schedules.
- Recruit, hire, train, and manage quality Field Superintendents.
- Recruit, hire, train, and manage quality General Contractors to complete our Projects.
- Provide effective communication on Project status and issues internally and to our Clients.
- Manage Projects to meet internal and Client expectations during construction.
- Complete quick and thorough Project close out.

REQUIREMENTS:

- Five years or more of Project Management experience in retail construction.
- Ability to work under pressure and coordinate numerous activities and groups of people simultaneously.
- Quick thinking, resourceful manager that is motivated to accomplish tasks with available resources.
- Dependable and able to work a flexible schedule as workflow dictates.
- Ability to read and interpret detailed blueprints in order to develop accurate Scopes of Work.
- Expert level computer skills with web-based programs and Microsoft Office applications.
- Excellent oral and written communication skills.
- Ability to lift and carry materials and equipment up to 50 lbs.
- Valid driver's license and clean driving record required.
- Ability to travel up to 60%.