

Construction Project Manager

Duties include but are not limited to the following:

- Manage multiple small and large commercial construction projects simultaneously
- Manage multiple teams, ensuring financial discipline, adherence to schedule and quality
- Train assistant project managers, project engineers and project managers
- Lead internal staff meetings to ensure projects meet financial and schedule requirements
- Coordinate with preconstruction department to determine project staffing assignments
- Perform staff performance evaluations
- Develop and track leads on upcoming projects
- Build relationships and use networking to acquire new business opportunities
- Collaborate with marketing to create pre-qualification and bid packages and proposals
- Collaborate with leasing, owners, tenants and tenant reps to develop and oversee estimates, budgets and bids
- Cultivate strong subcontractor relationships and manage subcontractor bid-pool
- Prepare project team for project interviews
- Ensure that all project objectives and milestones are met
- Organize, conduct and represent CCG at weekly project status meetings
- Develop, maintain and enforce project budgets and schedules
- Oversee performance and training of project team to ensure quality
- Point of contact for client, owner, architect and project team
- Review and approve payments to subcontractors and vendors
- Negotiate, issue and execute change orders
- Maintain subcontractor relations
- Oversee close-out process

Education/Experience:

- B.S in Engineering, Architecture, Construction Management or Business is preferred
- At least 5-15 years or more experience managing commercial construction projects as a project manager with a general contractor or commercial real estate firm
- Expert knowledge of principles of architecture, engineering, and construction
- Excellent organizational, problem solving and negotiation skills required
- Must possess advanced analytical and quantitative skills
- Knowledge of financial terms and principles
- Ability to conduct job cost and cash flow analysis including preparation of reports and budget management
- Good understanding of contracts
- Proficient with Excel and Microsoft Project
- Strong written and verbal communication skills

Education/Experience:

- Must possess a valid current driver's license and reliable transportation
- Travel may be required
- Must wear personal protective equipment (hard hat, safety glasses) and other equipment as per CCG's safety procedures when on construction site
- Possess good vision and hearing (normal or corrected)
- Work required in both an office environment and at construction site which may include exposure to heat and cold, loud noises, airborne particles, fumes, risk of electrical shock, and moving mechanical parts

Compensation/Benefits:

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a fully comprehensive benefits package including health, dental, vision, long term disability and 401(k). We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements.