**General Description**

This position will be responsible for the complete management and execution of assigned projects including:

- Assist estimating department in bidding process and accepting handoff of awarded projects
- Set up project through proper accounting procedures
- Establish and maintain a working relationship with the customer
- Develop and maintain a project schedule consistent with contractual requirements
- Review subcontract bids for completeness, revise as necessary and negotiate best possible contract with subcontractors and material suppliers
- Issue Purchase Orders for necessary materials
- Maintain project budget
- Prepare and review with Superintendent Job Start Package
- Conduct preconstruction meetings with appropriate parties
- Conduct periodic job meetings during construction with appropriate parties
- Oversee Superintendent, assist with job specific procedures and adjust progress as necessary to insure timely completion of project
- Assist Superintendent with job specific safety requirements and insure their compliance
- Process all required paperwork for both internal and external use
- Insure that both Company and client objectives are being met
- Prepare close out documentation in accordance to accounting procedures
- Process all required paperwork for both internal and external use
- Prepare timely draw requests and invoicing with required backup for accounting
- Travel as necessary for the proper execution of assigned projects

**Work Experience Tools / Requirements**

- Excellent written and verbal communication skills, organized with strong problem solving skills
- Ability to read and interpret construction drawings, specifications and other documents
- Work with others as a team player
- Ability to perform under pressure, evaluate situations and make timely, accurate decisions
- Full understanding and ability to interact with all departments
- Maintains a competitive advantage by staying current with industry standards
- Computer proficiency in the Windows environment
- Ability to manage multiple projects simultaneously
- Passport

**Education Requirements**

- Bachelors Degree in construction or business related field