

A Prominent General Contractor is seeking the position of Full-Time Estimator/Project Manager.

Responsibilities

- Oversee and direct construction projects from conception to completion
- Estimate and Bid both Competitive Bid and Negotiated Projects
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- Coordinate and direct construction workers and subcontractors
- Select tools, materials and equipment and track inventory
- Meet contractual conditions of performance
- Review the work progress on a daily basis
- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and obtain permits and licenses
- Analyze, manage and mitigate risks
- Ensure quality construction standards and the use of proper construction techniques

Requirements

- Proven working experience in construction management
- Advanced knowledge of construction management processes, means and methods
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Understanding of all facets of the construction process
- High level of computer competency
- Ability to learn and effectively use SAGE 300 CRE Project Management Software
- Ability to plan and see the “big picture”
- Competent in conflict and crisis management
- Leadership and human resources management skills
- Excellent time and project management skills

Desired Skills:

- Technically competent in Microsoft Word, Excel, Project and similar software programs
- Proficiency in Construction Management Software (Sage Timberline)

Benefits:

- * Competitive wages
- * Paid vacations

We are an equal opportunity employer.