

# **PROJECT MANAGER**

K & M Concrete is searching for a Project Manager to join our growing company.

## **Summary**

Project Manager Candidate will be responsible for the administration of multiple/simultaneous concrete construction projects, including pre construction planning, project organization, facilitation, and close out. Candidate will need to be a self starter with a minimum of an associate degree in construction management and/or equivalent of 5 years of PM industry experience. PM will be working in a closely held corporate environment and will possess above average team building and communication skills from the executive level to field supervisors.

## **Responsibilities**

- Review project estimates and collaborate with Office Manager/Controller to establish project financials
- Contract, purchase, and organize delivery of sub contractor services, construction materials and consumables
- Prepare, transmit and track approvals of material submittals and shop drawings
- Review field change orders, prepare and facilitate as required
- Review and validate weekly project WIP inputs with Office Manager/Controller

## **Requirements**

- Functionally proficient in Micro Soft Office suite products, Auto Cad, Revit or similar automated drafting products
- Highly organized and responsive to the needs of the project team and client
- Excellent communication and problem solving skills
- Create and implement project organizational processes and documents

**Salaried up to 120K a year, health insurance, company match simple IRA, HSA, and annual bonus potential.**

If interested please contact Kristi at:

Email: [kristi@kmconcreteinc.com](mailto:kristi@kmconcreteinc.com)

K & M Concrete Construction, Inc.

235 Industrial St.

Edgerton, MN 56128

Phone: 507-442-4855

