



UIBS

3941 Southeastern Way, Suite A
West Columbia, SC 29169
(803) 915 – 7890 | info@uibsusa.com

Job Title: Construction Project Manager

Job Type: Full Time

Job Location: Evansville, Indiana

Job Description:

We are seeking for a reliable and responsible construction Project Manager who will lead the onsite construction team from the start to finish. This position will assist the management with professional and expert knowledge and skills in multiple phases including contract, preconstruction, site development, overall construction, and close out. You will be in charge of the entire construction site and you are expected to lead the project and complete on time and under the budget.

Your duties will include:

- The project manager will coordinate the interrelating activities of subcontractors, suppliers, vendors and customers, design and engineering efforts.
- Will monitor and report on the financial status of the project(s) and is responsible for subcontract and contract administration.
- Develop job progress schedule to ensure that actual construction parallels with the schedule.
- Purchase and monitor the delivery of all needed materials for the project(s) ensuring optimum prices, quality and conformance to specifications.
- Negotiate contracts with subcontractors and vendors for various trades, ensuring that all phases of the work are encompassed and that a clear definition of work responsibility is defined.
- Review and approve subcontractor and vendor payment requests.
- Issue changes in the work to receive prices from subcontractors in a timely fashion.
- Work with design and engineering team / subcontractors to ensure project is designed, procured and constructed within the boundaries of operating guidelines, while conforming to technical requirements and ensuring client satisfaction.
- Prepare various reports to successfully manage the project(s), such as monthly red files, progress analysis/schedules, billings and status reports.
- Organize and maintain job files to ensure continuity of workflow.



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- Submit verbal and written reports on project status to management.
- Review shop drawings and submittals to ensure compliance with scope of work.
- May be responsible for estimating efforts relative to the project and proposal preparation efforts.
- Oversee and oversee day to day and long term construction activities.
- Oversee overall project schedule on a daily basis.
- Resolves complex construction related issues, disputes, and disagreements.
- Attends assigned meetings to cover weekly job progress meetings.
- Review and approve any deviations and RFIs.
- Responsible for working as part of the oversight team to respond to questions during procurement as needed, review proposals as part of the evaluation process.
- Take on additional Schedule and Cost Controller responsibilities as needed, demonstrating flexibility and a proactive approach to support our team.

Your qualifications are as follows:

- Bachelor Degree in Architecture, Construction, Engineering, or related field.
- Minimum 10 years of experience in Construction Management or related field.
- Knowledge and understanding of Construction Documents, Specifications, Schedule and Industrial/Manufacturing projects.
- Excellent interpersonal skills and ability to work in team environment.
- OSHA 30 or higher is preferred.
- Strong experiences with Bluebeam, CAD, Primavera P6, and Procore.
- Ability to read and understand construction drawings.
- Commitment to follow through and sense of urgency.
- Good analytical skills and ability to work in a team environment.
- Excellent verbal/written communication and interpersonal skills
- Korean bilingual is preferred.

Your benefits are as follows:

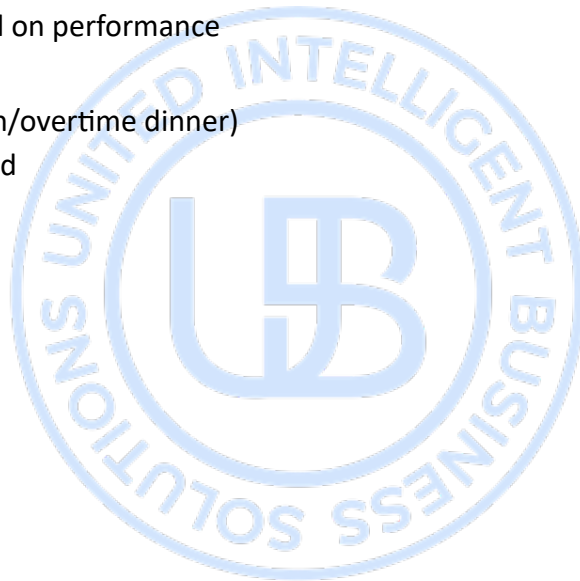
- Medical, Dental, and Vision insurance



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- Life insurance
- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Annual bonuses based on performance
- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided



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