



PROJECT MANAGER

At Argus Building Company, we are dedicated to fostering a relationship-driven culture that values performance, integrity, and exceptional client service. By providing personal attention to every client, Argus has swiftly earned a respected reputation in the construction industry. We carefully consider the unique personalities, strengths, and backgrounds of our team members to ensure success. Our mission is to help you reach your full potential.

Benefits:

- Health Insurance
- Vision/Dental Insurance
- Paid Time Off
- Holiday Pay
- 401K

Location: Greater Biloxi Area

Reports to: Vice President

Key Role Responsibilities – Core

- Promotes a Leading Safety Culture and works alongside Field Management team to ensure onsite personnel follow safety, health, and environmental quality standards for the project.
- Works alongside Project Team to manage projects, subcontractors, suppliers, and building officials to meet construction deadlines, architectural requirements, building codes and client expectations.
- Provides effective communication with detailed planning, organization, and technical skills.
- Promotes an atmosphere of teamwork working alongside the Field and Project Management team to plan and coordinate assigned construction projects within the organization
- Promotes an atmosphere of teamwork to ensure successful project outcome with client satisfaction as the main priority
- Assist Field Management team with implementing and maintaining Quality Control documentation for the project
- Assist Field Management team with all project Preparatory Meetings with subcontractors and vendors, as well as participate in weekly progress meetings with onsite project staff
- Assist and participate in weekly subcontractor meetings led by Field Management team
- Participate in community-based organizations and associations to enhance Argus' image

- Actively participate in personal development and training for “Best Practices” in the Construction Industry
- Responsible for timely review and accurate issuance of project submittals
- Responsible for issuance of all project RFI’s in collaboration with project team
- Conducts Owner/Architect project meetings including preparation of meeting agenda topics
- Ensure meeting minutes are taken and distributed for all project related meetings conducted during the life of the project
- Responsible for creating and maintaining punch list logs in collaboration with Field Management team
- Responsible for all drawing and specification organization and updates during the life of the project
- Responsible for the closeout and warranty documentation and turnover to the client
- Responsible to manage the Action Item (To-Do) lists during the life of the project
- Responsible to develop the project schedule in collaboration with project team including subcontractors and material vendors
- Responsible for and leads subcontract and vendor buyout process including subcontractor scope of work and ensures subcontractor and supplier scopes of work are detailed and accurate to perform the assigned project
- Responsible for all project correspondence and documentation necessary to successfully manage the project to completion
- Plans and coordinates all phases of the construction project including initial buyout and subcontract issuance, procurement of materials from major vendors, schedule creation and coordination, issuance of all RFI’s and Submittals, cost control and reporting, and final closeout and turnover to project client.
- Responsible for managing project while utilizing and understanding owner contract terms and conditions
- Conducts regular project walks/inspections and advises project team of findings
- Assist in developing GMP proposals and estimates in collaboration with preconstruction team
- Assist in implementing risk management during the project

Knowledge, Skills & Abilities

- Has proven to build relationships and interact within a team environment, internally and externally
- Has proven to perform work accurately, independently, and completely in a timely manner
- Provides excellent Communication skills, verbal and written
- Proficiency in MS Office software, with an emphasis on Word and Excel
- Has proven to apply the means and methods of construction management to projects

- Understands project processes and how each supports the successful completion of the project
- Proficient in the ability to read and understand drawings and specifications
- Experience with Design-Build and GMP project delivery methods
- Proficient with Procore project management software
- Has Financial and Job-Cost Accounting Knowledge
- Proficient with the means and methods of construction management
- Proficient with and understands the Lean process and philosophy
- Ability to foster relationships that lead to repeat business
- Ability to understand document changes and corresponding impact to project

Education

- High School Diploma or GED required
- Bachelor's degree in construction management, engineering or related field (preferred) or equivalent experience

Experience

- 5+ years construction management experience and estimating experience
- 2+ years field supervision experience
- Successful completion of multiple multi-million dollar commercial construction projects.

Compensation

- Salary will be commensurate with experience