

Job Profile: General Contractor Project Manager (Specializing in Commercial Construction)

BP Builders LLC has an opportunity to join our growing, general contracting business. Our company is in Proctor, MN. We are searching for a self-motivated person to join our team as our Project Manager.

Position: Project Manager

Job Description: As a General Contractor Project Manager specializing in commercial construction, you will be responsible for overseeing and managing all aspects of our commercial building projects. You will ensure projects are completed on time, within budget, and to the highest quality standards while maintaining a safe working environment. This role requires strong leadership, organizational skills, and a deep understanding of construction processes.

Key Responsibilities:

- **Project Planning and Scheduling:** Develop detailed project plans, schedules, and milestones from the estimating process. Coordinate resources, equipment, and materials to ensure timely completion of projects
- **Budget Management:** Monitor project budgets, expenses, and costs. Implement cost-control measures to ensure projects are completed within budgetary constraints
- **Quality Assurance:** Ensure construction activities comply with design specifications, building codes, and regulatory requirements. Conduct regular inspections and quality audits
- **Risk Management:** Identify potential risks and develop mitigation strategies. Proactively address issues that may impact project timelines or budgets
- **Client Relations:** Serve as the primary point of contact for clients throughout the project lifecycle. Communicate project status, updates, and milestones effectively
- **Team Leadership:** Supervise and mentor project teams, including subcontractors and vendors. Foster a collaborative and productive work environment
- **Safety Compliance:** Enforce strict adherence to safety protocols and regulations. Promote a culture of safety awareness and accountability among project team members

Requirements:

- Bachelor's degree in construction management, business, Engineering, or related field. (preferred)
- Proven experience as a Project Manager in all disciplines of construction (Residential, commercial, and Industrial), managing projects from inception to completion
- Strong knowledge of construction processes, methods, and materials. Familiarity with commercial building codes and regulations
- Excellent leadership and communication skills. Ability to effectively collaborate with diverse stakeholders and teams
- Proficiency in project management software (e.g., Autodesk), Bluebeam and Microsoft Office Suite
- PMP or other relevant certifications are a plus

Work Environment:

- Office environment with required field presence when projects are in progress

- This is a salary compensation position; work schedule expectation is M-F 45 hours a week minimum
- Develop positive and ongoing relationships with customers and team members

What does a successful candidate look like?

- Team Player willing to commit to our corporate values of **Dependable**, **Trustworthy**, **Respectful**, and **Quality** while collaborating with others to make awesome happen

Benefits:

- Competitive salary commensurate with experience
- Comprehensive health, and dental insurance plans
- Retirement savings plan (401k) with company match
- Professional development opportunities and ongoing training
- Paid Time Off and Holidays
- Dynamic work environment with opportunities for growth and advancement

Application Process: Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and relevant experience to office@bpbuildersllc.com. Please specify "Project Manager" in the subject line.

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