

PROJECT MANAGER OVERVIEW

The PM will be responsible for providing reliable, timely, and professional construction project management duties throughout the life cycle of a project including cost, and schedule management.

The successful candidate will have an understanding of commercial construction, and will require judgment to plan, prioritize, and organize a diverse workload as part of a team in a fast-paced environment.

RESPONSIBILITIES:

- Manage multiple projects at various construction stages and assist with multiple assignments.
- Manage negotiations and coordinate activities with subcontractors and material suppliers to ensure a successful project.
- Manage scope and schedule for assigned projects.
- Coordinate and track all subcontractor change orders.
- Prepare/update project status reports, process purchase orders and invoices.
- Measure project performance and schedule against base plan for potential cost escalations.
- Manage timely close-out process including punch-list completion, warranty documentation and fulfillment, and schedule.
- Maintain accurate and consistent electronic files and documentation.

QUALIFICATIONS:

- Must have a minimum of 3 years of relevant work experience or education in construction and project management with knowledge of construction disciplines (civil, architectural, structural, mechanical, electrical).
- Ability to review and interpret plans and specifications from schematic design/design phase through construction drawings.
- Strong analytical skills with the ability to identify and manage priorities.
- Ability to multi-task and work both in a team and independently.
- Ability to understand all aspects of construction projects effectively and efficiently including, but not limited to budgeting, scheduling, construction and close-out.
- Outstanding interpersonal and communication skills (verbal and written) with the ability to successfully communicate with architects, contractors, client's representatives, and team members.

BENEFITS:

- Competitive salary
- Paid time off
- Medical and life insurance
- Bonus program
- 401K program
- Casual and family-oriented work environment
- Opportunities to participate in company sponsored events throughout the year

US Vet General Contracting, LLC, located just minutes from Madison, in McFarland, WI, is an up-and-coming, multi award-winning veteran owned and operated company providing general construction, subcontracting and construction management services.