



PROJECT MANAGER

The ideal candidate will work closely with other Branch members, manage project details and work seamlessly with the project teams to ensure successful delivery. Responsibilities include coordination of deliverables and schedules during pre-construction /construction/Day 2 phases. Must have ability to read and comprehend construction drawings, details, roles and responsibilities of project teams, while keeping the project on time/on budget. Candidate should possess qualities of integrity, credibility, and dedication to the success of our business and our clients' businesses. 3-5+ years construction industry project management experience required with strong skills in communication on a technical and professional level, while multi-tasking and maintaining time management.

Candidate should be proficient in Microsoft Project and Office Suite. Added benefit if proficient in Revit and holds a background in architecture, engineering, or design.

Who is ready to have some Falking fun with our Team and create amazing experiences with our FALK solutions?

Falkbuilt DIRECT is independently owned servicing TX, OK, AR, and Mexico. Full time position to be held in Dallas, TX.

Project Manager

Responsibilities: Must have ability to read and comprehend construction drawings and details. Must have a clear understanding of the roles and responsibilities of project teams. Responsible for keeping the project on time and on budget. Candidate should possess qualities of integrity, credibility, and dedication to the success of our business and our clients' businesses. 3-5+years construction industry project management experience required with strong skills in communication on a technical and professional level, while multi-tasking and maintaining time management.

The Project Manager Works in coordination with the Falkbuilt DIRECT design team and project coordinators while communicating updates or issues with the client Stakeholders. Project Manager will manage project details and work seamlessly with the project teams to ensure successful delivery.

Responsibilities:

- Attend OAC as needed and directed by the Branch Lead.
- Coordination of deliverables and schedules during pre-construction /construction/Day 2 phases.
- Preview and prepare project proposals for Branch provided items to be reviewed with Branch Lead.
- Help populate project RFI's during team meetings.
- Create and submit accurate Change Orders and Punch Item orders in a timely fashion.
- Help maintain a project schedule.
- Keep project documents continually uploaded to the SharePoint site Branch Lead
- Create file structure for all new projects



- Print and supply electronically any support documents the field team needs for projects, i.e., Installation drawings or custom details needed onsite
- Provide support for Dallas North Branch, Tulsa Branch and Greater Houston Branch as requested
- Post approved Social Media Post to all platforms.
- Help build project profile sheets
- Keep track of all project information metrics.
- Prepare order documents and coordinate with Finance for order entry.
- Run cash flow for each project to ensure the project stays on budget.
- Keep team up-to-date on new material being loaded on sharepoint that is “big” update.

Qualifications:

- 3-5+ years of construction management experience, degree, certification or PMP is a plus
- Personal qualities of integrity, credibility, and dedication to the mission of Falkbuilt
- Solid organizational skills, including multitasking and time-management
- Strong client-facing skills both written and verbal
- Must have ability to decipher construction drawings, details, roles and responsibilities of project teams, and keeping the project on time/on budget
- Ability to prepare and interpret flowcharts, schedules (including Gantt charts) and step-by-step action plans
- Hands-on experience with project management software, MS Project, Microsoft Office Suite, Plangrid and Bluebeam. Candidates proficient in Revit and scheduling software is a plus.
- Must be adaptable and willing to embrace new technologies to help improve the design and construction process.