

Project Manager

Glazing Contractor

We are seeking highly motivated candidates with construction project management experience to join our swiftly expanding commercial department. Responsibilities include cost estimating, bidding, product procurement, day to day project management, change order tracking, and cost control. Additionally, be a productive member of an ever-evolving team where no task is too small, and no problem is too large; striking a balance between a “cradle to grave” project management philosophy with the realities of being part of a lean, efficient team.

This is an exciting opportunity for the right individual to become an integral part of a small team with a big future.

Key Responsibilities:

- Review plans, specifications and contracts to ensure compliance with all project requirements.
- Act as primary point of contact for contractors, owners and architects
- Prepare takeoffs, estimates, and bids
- Manage scheduling and installation progress tracking
- Product procurement; place orders with 100% accuracy
- Manage multiple projects
- Coordinate procedures with multiple parties; equipment rentals, subcontractors, etc.
- Manage change orders, costs and overall budgets

Qualifications and Experience:

- Experience as a project manager and/or estimator in the construction field; preferably commercial jobs
- Window, door and skylight estimating experienced is desired
- Ability to multitask and track multiple projects concurrently
- Ability and desire to own tasks and projects and a willingness to be accountable
- Make efficiency a priority
- Open-minded and willing to adapt to challenges
- Proficient in reading plans and specifications
- Proficient in MS Office Suite
- Proficiency in Bluebeam Revu desired (or equivalent software)
- Familiar with general project management workflow and job cost accounting

This is a full-time position

Benefits:

- Vacation Time
- Health and Dental
- 401K