

**POSITION:**

Construction Project Manager

**JOB DESCRIPTION:**

Brooks & Freund, LLC is currently seeking an experienced project manager with 5-10 years experience building commercial and multifamily projects.

A Project Manager is responsible for schedule management, cost, inspections, subcontracts, submittals, subcontractor coordination and all pertinent records to ensure the profitable and “on-time” delivery of all projects under your supervision. Must have proven experience in the management and coordination of multiple projects.

**JOB RESPONSIBILITIES:**

- Follow through, check and obtain approval of all subcontractor submittals and shop drawings
- Monitor job schedules and budgets
- Update job schedules and cost reports
- Prepare monthly requisitions to Owners
- Process subcontractor invoices
- Prepare estimates for change orders for both Owner and Subcontractor
- Handle all project disputes
- Create and review all contracts
- Obtain building permits
- Communicate and coordinate all actions with Architect, Engineer, and Owner
- Obtain guarantees from subcontractors and establish effective dates
- Supervision of Project Superintendent and Project Administrator
- Assemble and prepare final records and job close-out documents

**JOB REQUIREMENTS**

- 5-10 years experience as Construction Project Manager
- Bachelors or Masters Degree in Building Construction
- Specific commercial & multifamily project experience
- Excellent communication and management skills
- Strong attention to detail
- Ability to work independently and with minimal structure while exercising great judgment
- Strong Ability to multitask, prioritize, and work well under pressure to meet established deadlines
- Strong organizational and problem solving skills
- Must be proficient in Microsoft Office (Excel, Project, Power Point, Word, Outlook)

