

Creative Builders Inc.

POSITION DESCRIPTION

DIVISION: Creative Builders Inc.
LOCATION: Greenville, SC
POSITION TITLE: Project Manager
STATUS: Exempt, Salaried
REPORTS TO: CEO and COO

POSITION PURPOSE

A project manager is a person that manages the pre-construction, execution, and close out of a construction project according to the company's objectives and goals.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Project Estimating (material take-off's and bidding).
2. Project Scheduling.
3. Customer Service to Owners, Architects, Inspectors, etc.
4. Managing project related paperwork including but not limited to, pay applications, change orders, purchase orders, RFI's, Submittals, Transmittals, specs, billings and receipts.
5. Oversee and review shop drawings
6. Maintain Current cost reporting and project information logs
7. Punch list and project closeouts
8. Proposals, Presentations
9. Contract Documents
10. Selection of subcontractors and all documents for subcontractors
11. Secure required permits/utilities for projects.
12. Ensure compliance with corporate policies and federal/state laws
13. Knowledge of OSHA rules and regulations.

QUALIFICATIONS

EDUCATION: Bachelor's degree construction science or management or related field.

EXPERIENCE: 5 years of experience in a project management role in commercial construction and/or multifamily projects.
Possess working knowledge of local and federal laws and regulations which govern construction.

SKILLS/ABILITIES:

ALL POSITIONS:

- Leadership Skills
- Excellent skills in reading and interpreting plans and specifications
- Strong problem solver
- Possess strong planning and organizational skills
- Possess high level of interpersonal skills
- Ability to work successfully with a variety of personality types
- High level of integrity
- Excellent customer relation skills
- Possess high level mathematical skills
- Possess high level of verbal and written communication skills
- Proficient in Microsoft Office Tools
- Ability to work in a fast-paced and changing environment with strict deadlines
- Ability to remain calm in stressful situations
- Ability to multitask and handle multiple projects simultaneously
- Good attendance record
- High level of detail orientation
- Excellent follow up and follow through skills
- Strong time management skills

Creative Builders Inc. is an Equal Opportunity Employer