

Creative Builders Inc.

POSITION DESCRIPTION

DIVISION: Creative Builders Inc.
LOCATION: Greenville, SC
POSITION TITLE: Multifamily 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. Bidding process for new projects.
2. Project Scheduling.
3. Material Take-Offs
4. Customer Service to Owners, Architects, Inspectors, etc.
5. Coding of Billing and receipts
6. Managing project related paperwork including but not limited to, pay applications, change orders, purchase orders, RFI's, Submittals, Transmittals, specs, etc.
7. Oversee and review shop drawings
8. Maintain Current cost reporting and project information logs
9. Punch list and project closeouts
10. Meetings with superintendents
11. Moderate exposure to elements such as weather, dirt, dust and/or loud noises.
12. Proposals, presentations
13. Contract Documents
14. Selection of subcontractors and all documents for subcontractors
15. Preparation of reviews and estimates
16. Secure required permits/utilities for projects.
17. Ensure compliance with corporate policies and federal/state laws
18. Travel depending on location of project.
19. Knowledge of OSHA rules and regulations.

QUALIFICATIONS

EDUCATION: Bachelor's degree construction science or management

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
CAD software
Ability to adapt in a non-routine, fast-paced and changing environment with strict deadlines
Ability to remain calm in stressful situations
Ability to multitask and handle multiple projects simultaneously
Able to work long periods of time with little supervision
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