Project Manager

Join our Team

Andrew General Contractors believes that our team is vital to our success. Our values are based on Partnership, Integrity, and Authenticity. Attention to detail is central to every aspect of our business.

We are looking for a motivated professional who aligns with our values, focuses on quality workmanship, and developing repeat client relationships.

Position Purpose

Manage and supervise at a project level all: budgets, scheduling, engineering and administrative policies, procedures and functions for multiple projects. Coordinate with project field operations to ensure transfer of information is delivered, understood, and implemented. Responsible for procuring, tracking, and reviewing all project-related submittal data as per contract requirements.

We expect our Project Manager to demonstrate a proactive focus on meeting client and project requirements in a timely and cost-effective manner. Our ideal candidate has strong leadership skills, is motivated, and performs well under pressure.

This position reports to the Director of Operations.

Job Responsibilities

- Develop a comprehensive working knowledge and understanding of the contract documents.
- Ensure strict adherence to: safety, ethics, and compliance requirements at all times.
- Overall responsibility for communication of information amongst all project team members, design team, and clients.
- Establish and maintain procedures with the design professionals, consultants, owner, and subcontractors for information flow, approvals, meetings, reporting, applications for payment, etc.
- Collaborate with Pre-Construction in the development of Proposals or initial project budget.
- Prepare a detailed list of all significant items required for the construction of the project. Collaborate with Pre-Construction to develop trade scope of work documents for bid packages, major material and equipment purchases.
- Manages the procurement process for: subcontracts, material, and equipment

purchases to ensure timely buy-outs, development of subcontracts, and overall compliance with the construction schedule is maintained.
- Responsible for managing the project's overall job profitability, including preparation of project status and accuracy of financial reports. Process purchase orders and invoices, ensuring accurate approvals of accounts payables and receivables.
- Schedule, conduct, and document all job meetings, owner-architect, and coordination meetings.
- Manage the subcontract change order process, including reviewing subcontractor estimates, negotiating change orders, obtaining required owner approvals, and preparing subcontract change orders.
- Manage project close-out, including securing warranties, guarantees, and acceptance of work, subcontract and vendor close, final payment and records retention.
- Develop and maintain overall project schedules and assist with the development of bid schedules.
- Maintain safe working environments, monitor the safety process of contractors, and compliance with regulations.

Requirements

- Bachelor's Degree in Building Science plus a minimum of three years' related experience (5 years for an Assistant Project Manager with a Commercial General Contractor) for a Commercial General Contractor or as a sub-trade in the construction industry) or an equivalent combination of education, training and/or experience or be actively in pursuit of the degree.
- Knowledge of accounting principles and cost control procedures.
- Knowledge of estimating, construction costs, scheduling, purchasing, and engineering principles and techniques, various building systems.
- Strong computer skills and a familiarity with Microsoft Office Suite of programs.
- Demonstrated ability to thoroughly understand drawings and specifications, general contract and subcontract documents, materials, means and methods.
- Very strong oral and written communication skills are required. Demonstrated leadership and interpersonal skills.
- Ability to pass Jessica Lunsford Act background check.
- OSHA 10 required; OSHA 30 preferred.
- Medical office and/or hospital-related experience required. AHCA experience is preferred but not necessary.

Employees are expected to perform other duties as assigned by management. Job descriptions and duties may be modified at any time as necessary.

Please submit resumes & cover letters to mhendrix@andrewgc.com.

Please send ALL of the following:
Current Resume | Cover Letter | Current Salary Requirements