

Project Manager – Commercial Construction

Location: Central Florida | **Department:** Operations

Reports To: Director of Operations

Join Our Team

At **Andrew General Contractors**, our people are the foundation of our success. With core values rooted in **Partnership, Integrity, and Authenticity**, we've built a reputation for delivering quality workmanship and long-term client relationships across Central Florida. We're looking for a motivated **Project Manager** who shares these values and thrives in a detail-oriented, collaborative environment.

Position Summary

The Project Manager leads multiple commercial construction projects from preconstruction through closeout, managing budgets, schedules, contracts, and stakeholder communications. This role ensures projects deliver on time, within budget, and to the highest quality standards while fostering repeat client relationships.

Key Responsibilities

- Develop and maintain project schedules, budgets, and forecasts; track profitability through accurate financial reporting.
- Review contract documents, drawings, and specs; manage RFIs, submittals, and procurement for timely buyouts.
- Coordinate with preconstruction, design teams, owners, and subs for seamless information flow, meetings, and approvals.
- Lead job meetings (OAC, coordination); negotiate and process change orders with owner approvals.
- Oversee field safety, quality control, and subcontractor performance across diverse project types.
- Drive project closeout: punch lists, warranties, as-builts, and final payments.
- Build strong client relationships to secure repeat business in office, retail, education, healthcare, and more.

Qualifications

- Bachelor's Degree in Construction Management, Building Science, Engineering, or related field (or equivalent experience).
- 7-10+ years as Project Manager with a commercial general contractor on projects across multiple sectors.
- Proficiency in Microsoft Office; experience with Trimble ProjectSight, Bluebeam, Primavera, or similar strongly preferred.
- Strong knowledge of estimating, scheduling, cost control, building systems, and contract management.
- Excellent leadership, communication, and problem-solving skills; thrives under pressure.
- OSHA 10 required (OSHA 30 preferred); must pass Jessica Lunsford Act background check.

What We Offer

- Competitive base salary plus performance bonuses tied to company goals.
- Comprehensive benefits including company-paid health insurance, 401(k) with competitive 4% match, and a generous 3 weeks of paid time off to support work-life balance.
- Collaborative, family-oriented culture with direct impact on projects and growth.
- Office-based role with occasional site/client visits; reasonable accommodations available.

Please submit resumes & cover letters to: mhendrix@andrewgc.com. Please send ALL of the following: Current Resume | Cover Letter | Current Salary Requirements

Work Environment and Physical Requirements

This role is primarily office-based with regular interaction across clients, teams, and vendors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

Equal Employment Opportunity

Andrew General Contractors, Inc. is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.

Employment Relationship

This job description is not a contract and does not alter the at-will nature of employment. The company may modify duties, responsibilities, and requirements at any time, with or without notice. Other duties may be assigned as needed to support business operations.