

Job Description for:
Traverse City Based Project Manager

Job Summary

This individual leads the company's project efforts from contract execution to completion. Including compiling estimates, managing costs, design tracking, scheduling, permits and contract compliance.

Responsibilities

- Maintain positive relationships with customers, subcontractors, suppliers, and coworkers.
- Preparing estimates and presentation materials that can be utilized to obtain work.
- Customer reporting and leading regular customer meetings.
- Prepare agendas and maintain meeting minutes.
- Develop and maintain permitting and design checklists.
- Manage municipal relationships and comply with project requirements.
- Manage and forecast project costs accurately.
- Project buyout and subcontractor bid analysis.
- Prepare subcontractor agreements and change orders.
- Develops cost information to assist owners in making decisions.
- Collaborate with engineers, architects, owners, and coworkers to discuss projects and resolve issues.
- Work closely with site superintendents to establish and maintain project schedules.
- Review and approve subcontractor invoicing.
- Review customer invoicing.
- Documentation of important project events

Competencies

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| Creative | Utilizes divergent thinking to generate creative ideas by exploring many possible solutions. Demonstrated ability to collect information, develop plans and conceive creative solutions to customers' needs. Applies "fresh" thinking to repetitive assignments. |
| Competitive | Driven by the desire to assemble the most cost effective solution to a customer's needs within given quality and scheduling objectives. |
| Organized | Utilizes strong organizational and planning skills. Experienced at simultaneous coordination of multiple projects. |
| Communication | Displays strong written and oral communication skills and employs effective listening skills. |



Keeps others informed of important project details. Gives clear direction to other team members. Capable of participating in presentation of estimates to prospective clients.

Problem Solving Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs. Displays the foresight to predict problems and implements solutions.

Interpersonal Skills Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities. Capable of developing trusting relationships with a wide variety of individuals.

Leadership Demonstrated ability to give direction to support staff, design professionals and subcontractors.

Customer Relations Displays a passion for Customer Delight

Education & Experience

- Bachelor's degree in a construction related field required.
- A minimum of 5-10 years of experience with a reputable commercial contractor. Design-build experience preferred but not required.
- Experienced in managing multiple projects.
- Estimating experience preferred

Personal Profile

Humbly Confident
Exhibits Integrity
Desires to be part of something special
Serves the customer above all else
Treats others with respect
Makes it better for others
Self-Motivated

Application Instructions:

- [Apply on LinkedIn](#)

OR

- Send cover letter and resume to mportal@clc.build with the following subject line:
TC Project Manager App, (first name, last name)