

Job Description for:

Traverse City Based Project Manager

Job Summary:

Build better communities in a rewarding career with tremendous opportunities to have a positive impact on people, communities, and companies. **Cunningham-Limp** is looking for a Project Manager to join their team in the **Northwest Michigan office**. This individual is responsible for leading projects from contract execution to completion, including preparing estimates, managing costs, design tracking, scheduling, permitting, and contract compliance. Experience stability with a company that cares about your future and gives you the support for the professional growth you deserve.

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
- Managing and documenting the permitting and entitlement process, presenting projects to various municipal authorities as necessary to obtain Zoning Approval, Site Plan Approval, etc.
- Gathers historical data for use in preparing future estimates.
- Remains current with industry trends, pricing, and markets.

Competencies:

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 – A self-starting, highly motivated, ambitious, and goal orientated individual. Driven by the desire to assemble cost-effective solutions to a client's needs within given quality and scheduling objectives.

Organized - Utilizes strong organizational and planning skills with a systemic approach to tasks that achieves accuracy and efficiency. Experienced at simultaneous coordination of multiple projects. Excellent attention to detail with emphasis placed on quality.

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 presentations to clients and design teams.

Problem Solving - Analyzes problems from multiple viewpoints 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. Friendly and outgoing.

Leadership - Demonstrated ability to give direction to team, 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.

Core Values:

- Humbly confident
- Integrity
- Become part of something special
- Make it better for others
- Serves the customer above all else
- Treat others with respect

CL Benefits & Perks:

- Competitive salary and benefits
- Bonus and 401k safe harbor match
- Flexible schedule & Remote Work Program
- Tuition reimbursement
- Unlimited PTO
- Parental leave
- Family friendly events & Team building outings
- Employee influenced charity contributions and paid community service days

All qualified applicants will receive consideration for employment without regard to the individual's race, color, sex, national origin, religion, age, disability, genetic information, status as a military veteran or any other characteristic protected by applicable law.

If interested, please email your resume and answers to the questions below to JGREEN@CLC.BUILD

- Have you completed the following level of education: Bachelor's Degree?
- How many years of work experience do you have with a reputable commercial contractor?
- Do you have experience in Design-Build construction?
- Do you have experience in construction estimating?