Tasks:

Markets the company and builds strong relationships with owners, general contractors, and architects

Collects and organizes bid information

Reviews architectural drawings and specifications

Analyzes construction contracts

Estimates job costs and prepares estimates and change order pricing

Collaborates with project managers and supervisors to ensure projects are completed with quality and on time. Analyzes and coordinates job progress information to ensure accurate mobilization timing.

Exercise independent thinking and common sense reasoning

Maintains manages and audits the “Public Alert” system.

Attends to the needs of “in house” customers (i.e. Snowbird, Rowland Hall etc.)

Compiles designs and updates NGI Glass forms including updating company process manual

Prepares submittal packages and writes shop drawings (AUTOCAD)

Works directly with CFO analyzing individual job costs and man power usage

Qualifications:

Bachelor’s degree in construction management, engineering or equivalent work experience.

3-5 years continuous construction management experience

Possess strong computer skills; proficient in MS excel, MS Word, MS Outlook, document editing software (i.e BlueBeam, Adobe Acrobat, etc.) and ability to navigate and use CAD software

Ability to interact effectively with customers, vendors and employees at all levels of the organization

Effective written, verbal, negotiation and presentation skills. Uses proper organization and grammar. Ability to read and comprehend complex instruction, correspondence, memos, blue prints, contract document specifications.