Corey Malan Construction is now accepting resumes for a full-time Project Manager. Qualified candidates with either a Construction Science or Civil Engineering degree is what the position will require based on scope of the job. Come be a part of an amazing organization.

The project manager will manage multiple assigned projects from award through project close-out. The project manager will also be responsible for understanding all aspects of operations. Works cohesively with Senior Project Managers, Superintendents, Subcontractors, Suppliers, Engineers, Architects and Clients to ensure all project requirements are carried out successfully.

**Duties and Responsibilities**

- Manage all aspects of the assigned projects from start through closeout.
- Manages multiple projects requiring effective interaction and coordination with internal company departments as well as external parties.
- Responsible for the project setup, budget entry into company computer software, issuance of purchase orders for all materials and maintain project file.
- Complete responsibility of creating the master project schedule with proper project documents to owner (including but not limited to contracts, bonds, insurance, SWPPP documents, etc), subcontractor packets and preparation, processing and tracking of submittals and shop drawings.
- Attend all project, pre-construction, job site and substantial and final completion meetings as required.
- Review Daily Time Sheets and Reports.
- Maintain and keep current all construction documents (Submittals, RFI’s, change orders, etc).
- Conduct regular field inspections ensuring compliance with contract documents.
- Prepare monthly cost to complete and projected profit against budget.
- Reviews and approves subcontractor monthly payment requests and submit for payment.
- Responsible for all aspects of the project closeout to include but not limited to project walk through with superintendent, internal punch list, completion of punch list, scheduling final walk through and submission of all close out documents.

**Qualifications**

- Construction Management degree required.
- Previous estimating experience a plus.
- PMP certification a plus but not required.
- Must be able to read and understand project plans and specifications.
- Ability to manage multiple projects concurrently.
- Proficient with MS Office Products.
- Experience and knowledge of civil construction required.

Candidates with less experience may be considered as an entry-level candidate and compensation will be further evaluated. This is not a paper-pushing position. Ownership of responsibility is critical and results are expected. Support in this is provided, but a candidate must be confident in his or her ability to move a project forward in the face of adversity. This can be a very rewarding position, but this is dependent on the candidate’s growth and progression.
Job Type: Full-time
Salary: negotiable
Required education:
  • Bachelor's