



## Project Manager Opening

Jeffrey Brown Contracting, LLC has an immediate opening for a full-time Project Manager. The project manager is responsible for the administrative, financial and technical management of the construction project. As the project lead, they direct and coordinate the day-to-day management of each job.

### **Duties and Responsibilities:**

- The primary focus is to secure and manage project cost, schedule, and the management of project documentation in conformance with company policy, standards and goals.
- Manage contract administration, change orders, and submittals.
- Schedule and facilitate owner and subcontractor progress meetings. Develop and distribute meeting minutes.
- Establish and update project schedule. Supervise maintenance of schedule.
- Manage project budget and financial reporting. Work with accounting to issue monthly pay applications.
- Oversee field operations.
- Possess a thorough understanding of all major project issues and priorities; prepare and submit monthly project status reports.
- Maintain all project records and monitor correspondence.
- Resolve claims for extras and or credits with owner, subcontractors and material suppliers.
- Enforce site safety protocol.
- Supervise project close out activities.
- Foster and enhance business relationships with Owners, the design team, and subcontractors to ensure future business opportunities.

### **Qualifications:**

- A minimum of five years of related experience. Depending on project size, scope and complexity, the years of experience may vary.
- Thorough knowledge of construction cost, scheduling and estimating.
- Proven written and verbal communication abilities, proficiency in computer applications.
- Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedules.
- Attention to detail with emphasis on quality control.
- Knowledge of Timberline Program preferred.
- Experience operating in multiple disciplines such as: project management, estimating, preconstruction services, and construction management.
- Higher Education, Healthcare, and other occupied setting experience preferred.

### **Benefits:**

- Competitive Salary
- 401(k) with Safe Harbor Match
- Health and Dental Insurance
- Health Savings Account
- Paid Vacation & Personal Leave
- Voluntary Disability Plans
- Employer Paid Life Insurance & AD&D Insurance
- Employee Assistance Program
- Internal & External Training Opportunities

Jeffrey Brown Contracting, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetic information.

Please email all resumes to Human Resources at [HumanResources@jbc.bz](mailto:HumanResources@jbc.bz) with 'Project Manager' in the subject line.