

Project Manager

Please send your cover letter and résumé to James Phelps at james@jcp-construction.com to apply.

Principle Project Management Duties:

- Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Coordinates work of subcontractors working on various phases of multiple projects.
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Supervises assistant managers and superintendents, reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies.
- Tracks and controls construction schedule and associated costs to achieve completion of projects within time and monies allocated.
- Reports to owner, architects and portfolio managers about progress and any necessary modifications of plans that seem indicated. Plans, implements, tracks and closeout / turnover of construction projects. Conducts project meetings.
- Manages day to day operational and tactical aspects of multiple construction projects in a supervisory role
- Manages day to day client interactions and expectations, directly or in a supervisory role
- Accurately forecasts revenue, profitability and project costs
- Manages to and achieves revenue goals set for projects
- Generates and issues regular internal and external project reporting through company software (Viewpoint)
- Proactively identifies changes in project scope and ensures appropriate measures are taken
- Projects changes in scope and revenue
- Administers Submittal Review process between Subcontractors/Suppliers and design team.

Knowledge, Skills and Abilities:

- Strong written and oral communication skills



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- Strong interpersonal skills
- Strong negotiating skills
- Strong computer skills, emphasis on Microsoft Office, Microsoft Project, Viewpoint
- Dispute Resolution
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency

