

Construction Project Manager Subcontractor Liaison: Job Summary

We are seeking a detail-oriented, thorough, and organized construction project manager to join our growing team. In this position, you will coordinate contractors, and manage the construction process. You will also be in charge of organizing schedules, tracking inventory, and ordering and managing materials.

Construction Project Manager Duties and Responsibilities

- Coordinate, plan, and manage schedules for contractors and subcontractors
- Maintain relationships with current subcontractors.
- Develop construction project with designer
- Order and manage materials and equipment
- Provide internal reporting and projections for inventory
- Oversee and supervise construction project progress and provide reports on timeline, progress, and adjustments
- Ensure all legal requirements, building and safety codes, safety inspections, city guidelines, and local and state regulations are met
- Ensure that projects are completed on time and within budget

Construction Project Manager Requirements and Qualifications

- Bachelor's degree in construction management, construction science, engineering, architecture, or related field.
- Three years' experience as a construction manager or in a similar position in construction management
- Able to multitask, prioritize, and manage time efficiently
- Able to manage a team of employees and multiple projects
- Excellent verbal and written communication skills
- Accurate and precise attention to detail
- Goal-oriented and organized leadership
- Able to analyze problems and strategize for better solutions
- In-depth understanding of the construction industry
- Self-motivated and self-directed
- Computer Skills: Microsoft Office; Microsoft Project and experience with Project Management software (ProCore) preferred
- Organized and able to create multiple timelines, budgets, and schedules
- Knowledge of local, state, and federal building code regulations
- Able to build solid relationships with team members, vendors, and customers