

Jones Sign, Inc. Job Description

Position: Construction Project Manager

Reports To: Director

FLSA Status:

Drafted/Revised: 06/15/2018

Job Summary:

The Construction Project Manager's responsibilities include implementation of the overall project plan for construction activities, delivering projects on time and within budget. This individual will work closely with the client providing status updates on timelines and costs as well as all customer and internal documentation and reports. The Project Manager will be responsible for invoicing and change order documentation. This role must work with all internal and external resources to coordinate and track progress of construction projects according to established schedules and margins.

Duties and Expectations:

- Coordinates meetings to facilitate progress, focusing on meeting established timelines; travel occasionally most likely required to project location
- Works to understand the changing needs of the customer; negotiates pricing with a contractual focus to ensure we protect the company's interests
- Manages projects successfully by working with estimating to find cost effective ways to meet a specified gross profit
- Communicates regularly to both internal departments, execution resources and to the external customer
- Informs all parties of issues and concerns throughout as well as celebrates and communicates success
- Handles customer billing; assembles invoice details for submission to customer and AIA invoicing
- Maintains database records and information throughout the project
- Orders products, materials and arranges shipments as needed
- Gradually proving experience and execution managing multi-million dollar programs
- Create and manage project schedules, resources and budgets
- Manage documentation and billing, such as purchase orders, change orders, and close out documents
- Build and maintain customer relationships
- Read and interpret construction drawings
- Negotiate with vendors and subcontractors
- Assist in documenting project phases and creating summary reports

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- Partner with field personnel to ensure proper execution onsite
- Research vendors for pricing, coverage, and availability
- Complete project close-out documents
- Provide timely project status updates to management
- Moderate Travel required.

Job Responsibilities:

Create and manage project schedules, resources and budgets
Communicate with the customer, Jones team, subcontractors, vendors and suppliers
Build and maintain customer relationships
Read and interpret construction drawings
Negotiate with vendors and subcontractors
Assist in documenting project phases and creating summary reports
Partner with field personnel to ensure proper execution onsite
Research vendors for pricing, coverage, and availability
Create and track purchase order submissions
Complete project close-out documents
Provide timely project status updates to management

Education:

Bachelor's degree or equivalent education and/or experience. Construction Management degrees are preferred.

Experience:

- 5+ years of project management experience for a general contractor, retail/restaurant remodel and multi-site rollout experience is preferred.
- Proficient in Microsoft Office and project management tracking software.
- Demonstrated ability to interface successfully with a dedicated team of customers and employees from Project Management, Sales, Finance/Accounting, and execution resources.

Environment and Working Conditions:

Employee is occasionally exposed to moving mechanical parts; fumes or airborne particulates; outside weather conditions and vibration. The noise level in the office work area is quiet and could be moderate when around running power equipment within the plant.