
Project Manager

Responsible for project P&L and complete project oversight for assigned projects.

Responsibilities

1. Review of contract documents and development of project schedules and scopes of work.
2. Review of Project drawings, estimates and specifications for accuracy and completeness as well as review of all bills of materials.
3. Developing project schedules and coordinating the Engineering and Production departments in order to insure timely delivery and installation of the projects under the manager's responsibility.
4. Maintain ongoing contact with sales staff and clients to receive feedback regarding all aspects of work flow such as shipment dates, special needs, product updates, feasible improvements and problems.
5. Financial management of all aspects of assigned projects.
6. Project closeout and collection of all project revenue.
7. Coordination of all shipments of materials and equipment to job site.
8. Perform other related duties as assigned.
9. Subcontracting of all necessary labor and or supervision of assigned projects.

Skills

Oral Communication Skills
Written Communication Skills
Technical Communication
Customer Service
Planning
Professionalism
Organization
Computer Literacy
Contracting and construction knowledge
General knowledge of cost control

Education/Training

Degree: Bachelors Degree or Five years experience in construction management.

Experience

Prior construction management experience preferred.

Contact:

Interested candidates should submit cover letter and resume to the attention of Kelly Campitell by email to Kelly.campitell@roustanunited.com or by fax to 814-262-7610.