



## **Prospective Project Manager/Estimator job description:**

Candidate for the position of Project Manager/Estimator shall possess the abilities listed but not limited to estimating and preparing project proposals, negotiate owner contracts, obtain projects to bid on through various sources and contacts, build rapport and coordinate sub-contractors, communication with CEO and President, order materials. Prepare, review, and submit shop drawings, monthly draws, change orders, and review job costs. Attend weekly progress meetings.

### Construction Project Manager Requirements and Qualifications

- Bachelor's degree in construction management, construction science, engineering, architecture, or equivalent on the job training.
- Three years' experience as a project management and estimating.
- Able to multitask, prioritize, and manage time efficiently.
- Able to complete detailed take off and cost estimates.
- Able to complete conceptual budgets to detailed cost estimates.
- Able to manage team of employees and multiple projects.
- Experienced at compiling and following strict budgets.
- 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: Proficient with Microsoft Office; Microsoft Project and experience with Project Management software 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 clients.