

PROJECT MANAGER

The Congress Companies is seeking an experienced construction Project Manager to join our team. We specialize in the Senior Living, Health Care and Multi-Family Residential market sectors throughout New England. We offer a wide variety of services including Pre-Construction, Construction Management, Design/Build Turnkey, and Development services. Our 60 plus years of experience, consultative approach, and commitment to quality on every level adds value to each partnership we form and every building we complete

The Project Managers are responsible for leading the project team through the complete construction process effectively and efficiently with the goal of meeting schedule, cost control and customer satisfaction. This individual will plan, organize and control all resources for the successful execution of a project.

Essential Duties and Responsibilities

- Communicate with individuals or groups verbally and/or in writing (including customers, subcontractors, suppliers, employees). Maintain relationship to ensure project needs are met and issues are resolved.
- May manage multiple projects concurrently depending on job sizes and timing.
- Execute and maintain effective management, planning, and cost control.
- Monitor the projects fiscal, administrative, personnel, procurement, and office functions.
- Advise management of issues that may affect margin, costs, schedules, or client relations.
- Create and maintain master schedules.
- Review and approve subcontractor change estimates.
- Manage and assemble monthly Owner and Subcontractor AIA requisitions.
- Identify and evaluate risks that may have potential impact on the project
- Review and approve construction operation plans.
- Knowledge of General Contract and Subcontract terms and conditions.
- Administer contracts in accordance with their terms and company procedures.
- Determine construction staffing requirements in consultation with management.
- Provide support, guidance and professional development of project personnel.
- Establish and maintain communications to ensure accurate and timely flow of information.
- Prepare monthly executive status reports and meetings to keep management informed on construction progress, costs, billings, forecasts and other significant issues.
- Participate in business development activities and promote productive repeat client relationships.
- Ensure job status reports are properly reviewed with project team prior to issuance.

- Prepare the project completion report including the evaluation of all subcontractors.
- Assist with conceptual and early estimating, budgeting and pricing as required.
- Must be willing to travel if required.

Qualifications

- Bachelor's degree from an accredited college or university and 7-10 years related experience with projects ranging from \$7 - \$35 Million in size and/or training or equivalent combination of education and experience.
- Thorough knowledge of all aspects of construction technology, equipment, methods, craft agreements, jurisdiction, negotiations, engineering, cost control, schedules, and safety required.
- Ability to read, analyze and interpret business documents, technical procedures, and governmental regulations.
- Ability to write reports and business correspondence. As well as effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work in a fast paced, demanding, customer driven environment
- Must possess superior organizational skills.
- Working knowledge of Viewpoint or similar project management/job cost software, scheduling and job costing software, Procore, and Microsoft Office, Word, Excel, Outlook.
- Knowledge of Auto CAD, Solid Works, BIM, or similar software is an asset.
- Ability to work and achieve results on time with minimal guidance or direction and be accountable and conscious of costs.
- Flexible in approach and problem-solving ability; able to embrace challenges and resolve issues.

Apply through Indeed or Email your cover letter and resume with prior project list to:
careers@congressconstruction.com

We are an equal opportunity employer and offer a competitive salary and excellent benefit package.

NO PHONE CALLS PLEASE