

## **Project Manager - Commercial Construction**

**Teal Construction Company** – We are a thriving Commercial General Contractor / Design Builder / Construction Manager firm that began in 1947. Position is Full-time and annual salaried.

Job duties will include, but are not limited to:

- Drafting and negotiating owner contracts
- Procurement of Subcontracts, Purchase orders and Change orders
- Schedule preparation and management
- Estimating and Bidding process of new projects
- Vendor search and set-up with insurance certificate review for compliance
- Effectively communicate project progress and issues with the Superintendent and Team Member
- RFI, Submittals, monthly Pay Application and Project Closeout processes
- Includes subcontractor billing management
- LEED Project Experience a plus

### Job Requirements

- Microsoft Office Proficiency (Word, Excel, PowerPoint, and Outlook), MS Project, MC2, PlanSwift, BlueBeam, ShareFile and AIA Software; overall good technology skills with constant use of technology equipment
- Project Management Software - Timberline PM experience required, E-Builder, Procore and other online PM software a plus
- Accounting Software - Timberline experience required - use this daily in almost every task
- Excellent Understanding of project plans, specifications and contracts
- Good understanding of insurance certificates and endorsements
- Excellent time-management and organizational skills
- Excellent verbal and written communication skills (internal and external)
- Ability to work on several projects concurrently
- Strong attention to detail
- Must have a valid driver's license, provide own transportation with Insurance
- Typing and data entry, general mathematical and accounting skills
- Higher Education, Healthcare, Public Projects Experience a plus

Salary: Market leader - Experienced / Capable employees receive salary and promotions based on continuous improvement / learning new skills, productivity, team participation, reliability and quality of work.

Benefits: Insurance options, sick pay, vacation pay and 401K retirement planning. Review all components with Teal HR department.

**\*Please submit all resumes/cover letters to: [info@tealcon.com](mailto:info@tealcon.com)**