

## Job Description: Construction Project Manager and Estimator

### Position Overview:

We are seeking a skilled and experienced individual to join our team as a Construction Project Manager and Estimator. The ideal candidate will have a strong background in project management and estimating within the construction field. This role requires a meticulous attention to detail, excellent communication skills, and the ability to effectively manage multiple projects simultaneously. The Construction Project Manager and Estimator will play a crucial role in ensuring the successful completion of projects within budget and on schedule.

### Responsibilities:

1. Project Management:
  - Plan, execute, and finalize projects according to strict deadlines and budgetary constraints.
  - Develop comprehensive project plans, including timelines, resource allocation, and risk management strategies.
  - Coordinate with internal management and teams to ensure all project requirements are met.
  - Monitor project progress and make adjustments as necessary to ensure goals are achieved.
  - Communicate project status updates to internal management and teams.
2. Estimating:
  - Analyze project specifications and requirements to develop accurate cost estimates.
  - Utilize industry-standard estimating techniques and tools to prepare detailed project bids.
  - Collaborate with architects, engineers, vendors and subcontractors to gather necessary information for estimates.
  - Review and evaluate subcontractor and vendor bids to ensure competitiveness and accuracy.
  - Continuously update and refine estimating processes to improve accuracy and efficiency.
3. Budget Management:
  - Develop project budgets based on estimated costs and resource requirements.
  - Monitor project expenditures and track against budgeted costs.
  - Identify potential cost overruns and implement corrective actions as needed.
  - Work closely with finance and accounting teams to ensure accurate financial reporting.
4. Client Relations:
  - Serve as the primary point of contact for clients throughout the project lifecycle.
  - Build and maintain strong client relationships through regular communication and exceptional service.
  - Address client concerns and inquiries in a timely and professional manner.
  - Seek opportunities to upsell additional services or upgrades to clients.

5. Quality Assurance:

- Ensure that all project deliverables meet quality standards and exceed client expectations.
- Implement quality control measures to identify and address deficiencies proactively.
- Conduct regular inspections and audits to verify compliance with project specifications.

Qualifications:

- Proven experience in project management and estimating, preferably in the construction field. Willing to train the right candidate.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to work effectively in a fast-paced environment and manage competing priorities.
- Familiarity with industry regulations and standards.

This is a challenging and rewarding opportunity for a motivated individual to contribute to the success of our projects and help drive our continued growth. If you meet the qualifications and are ready to take on this exciting role, we encourage you to apply.