

## Overview

*Wright Construction Services, Inc.*, a commercial construction firm, is seeking a qualified **Project Manager** to join our team in servicing our commercial and retail construction division. Long-term, mutually beneficial employment relationships are important to Wright, and its benefits package currently includes:

- Competitive Salary & Annual Merit Increase
- 100% of the employee's health insurance premium is paid by the company.
- HSA with Guaranteed Employer Monthly Contributions
- Paid Vacation & Holidays
- 401(K) Retirement Plan with Company Match
- Performance Based Bonus
- Private Client Bonus Incentive

## Responsibilities

The selected candidate will encompass the tools necessary to manage and thrive in a dynamic, fast-paced work environment. The Project Manager is responsible for directing daily activities and controlling issues related to completing commercial construction projects with an emphasis on overall project planning, scheduling, project cost accounting, quality control, contract administration, safety management, labor and equipment resourcing, and cultivating owner and architect relationships.

**Skills | Attributes | Responsibilities** include but are not limited to:

- Oversees construction projects from buyout to closeout including analyzing, negotiating, and writing subcontractor scopes of work.
- Evaluate and decipher revision, changes, and additions.
- Develop the master project schedule and ongoing progress schedules to be communicated with project team.
- Establish and maintain project budget to ensure all costs are projected and accurately accounted for duration of project.
- Manages all contracts, applications for payment, change orders, RFI's, ASI's, with the Owner and Architect in a timely fashion.
- Secure required construction permits.
- Interactive effectively with project stakeholders and communicate regularly to ensure budget, quality, and schedule are on track.
- Reviews submittals and shop drawings of all items in a timely manner for accuracy and compliance with specifications. Ensures all items are delivered per the contract schedule to enhance field progress. Communicates with architects and engineers to foster timeliness of reviews.
- Ensures work put in place is to quality standards of the plans and specifications of the project.
- Strives to articulate and comply with all safety and compliance requirements.

- Actively target and research new projects, clientele, and market segments.
- Identify business development, marketing, and growth opportunities.

## Qualifications

Project success is accomplished by accurate and efficient practices as well as effective communication with owners, design teams, subcontractors, and all team players is vital to success.

- 3+ years of related experience | training or equivalent combination of education experience.
- Relevant experience managing complex renovations, additions, and ground-up construction projects.
- Proficient computer skills are a necessity with a strong foundation in MS Office Suite of Applications and project management, scheduling, and accounting software.
- Detail oriented self-starter with a high level of organizational skills.
- Strong communication skills - both verbal and written.
- Able to make good decisions under tight deadlines and able to solve difficult problems - multi-tasking and time management.
- Critical thinker able to learn quickly and gain strategic insight.
- Good listening skills to create a strong rapport with clients, subcontractors, vendors, and field personnel.
- Must be self-motivated and have the ability to motivate others.

Interested candidates, please submit resumes and qualifications to [THilboldt@WrightConstruct.com](mailto:THilboldt@WrightConstruct.com).

**Wright Construction Services, Inc. is an Equal Opportunity Employer** *Our employment practices are in accordance with the laws that prohibit discrimination against qualified individuals on the basis of race, religion, color, gender, age, national origin, physical or mental disability, genetic information, veteran's status, marital status, gender identity and expression, sexual orientation, or any other status protected by applicable law.*