EPICCONSULTING

September 30, 2019

RE: Construction Project Management Position

We are seeking a detail-oriented, thorough, and organized Construction Project Manager to join our growing team. In this position, you will oversee financial budgets, coordinate contractors, and manage the construction process. You will also be in charge of organizing schedules, tracking inventory, and ordering and managing materials.

Construction Project Manager Duties and Responsibilities

- Compile and plan budget, cost estimates, and other financial estimates
- Coordinate, plan, and manage schedules for contractors and subcontractors
- Develop construction project with architect, engineers, and trade workers
- Order and manage materials and equipment
- Provide internal reporting and projections for inventory
- Oversee and supervise construction project progress and provide reports on timeline, progress, and adjustments
- Ensure all legal requirements, building and safety codes, safety inspections, city guidelines, and local and state regulations are met
- Perform the tasks of a cost estimator
- Ensure that projects are completed on time and within budget

Construction Project Manager Requirements and Qualifications

- Three years' experience as a construction manager or in a similar position in construction management
- Able to multitask, prioritize, and manage time efficiently
- 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
- 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 customers

Theo Bell
President
Epic Consulting, LLC