
Job description

The project manager has responsibility for planning, directing, and coordinating activities of industrial construction projects for contractor based in Calvert City, KY. Projects will likely be in various locations in Eastern United States and this responsibility will require some travel. Project Manager will ensure that the goals and objectives of each project are accomplished on time and under budget. An additional focus of this position is to strengthen existing as well as build new and lasting relationships with clientele.

Key Responsibilities:

- Identify inefficiencies and recommend changes to keep project on budget while still meeting the required specifications
- Complete monthly job cost projection reports and meet with management team to discuss cost and any issues on projects
- Coordinate any necessary due diligence efforts on behalf of client, maintaining and delivering all appropriate documentation
- Establish and maintain project goals and success criteria meeting the client's needs
- Develop and maintain project budget, schedules, and cost control. Actively track each aspect of project performance against schedules and critical path
- Provide estimating assistance to preconstruction staff as needed
- Track and communicate weekly project schedule updates to subcontractors and owners
- Complete subcontracts and purchase orders. Monitor and approve vendor and subcontractor invoices. Develop monthly pay applications for billing department
- Submit and review change orders while effectively communicating issues and developing resolutions
- Initiate and conduct weekly project meetings with all stakeholders as applicable
- Review and address plan details, resolve issues before they result in added budget expenditures
- Maintain continual open communication with clients, design team, project superintendents, subcontractors, and vendors
- Attend client interviews and meetings

Minimum Requirements:

- Bachelor's Degree in Construction Management, Civil Engineering, or related field preferred but not required
- Minimum of 5 years of work experience in project management construction environment
- Exceptional organizational, time management, and decision-making/problem-solving skills
- Excellent interpersonal skills with a proactive client focus
- Strong computer skills including Microsoft Word, Excel, Outlook, P6 Scheduling, VISTA by Viewpoint is preferred

Additional Information:

- Your employment & compensation with Morsey Constructors, LLC is “at-will” meaning that either the employer or the employee can terminate the employment relationship at any time
- Benefits offered will include: medical, dental, vision, 401K/profit sharing, Aflac, long term disability, short term disability, & life insurance