

PROJECT MANAGER

CULTURE

1. Listen first, talk second.
2. Be an open and effective communicator.
3. Embrace being innovative.
4. Approach every challenge with a positive attitude and be a problem solver.
5. Perform tasks with a sense of urgency.
6. Have a love for construction and consider it challenging and fun.
7. Value the success of your team first.
8. Be a contributor.

JOB OVERVIEW

As a Renaissance Project manager, you will provide oversight and management of projects while adhering to established safety and quality programs for a timely and successful project completion. Renaissance Project Managers maintain professional working relationships with owners, architects, engineers, subcontractors and co-workers. Project Managers must have a sense of urgency and ability to multi-task, but not compromise the safety of anyone.

RESPONSIBILITIES

- Accountability for all project finances.
- Owner and subcontract administration.
- Initiate, manage and support all scheduling aspects of the project.
- Manage and support all administrative project specific requirements (RFI's, submittals, change orders, close out, project documentation).
- Facilitate and maintain team member relationships and priorities as required to achieve project goals.
- Ensure the successful, safe and on time completion of assigned project.
- Champion the permit procurement and coordination with governing agencies and utility companies.
- Attend and run owner meetings.

QUALIFICATIONS

Preferred Four (4) Year Construction related Degree or Equivalent Technical Training or Past Experience as a Field

Construction related experience sufficient to provide the skills required to be a Project Manager.

OSHA 30 Hour Certification or Completed Upon Hire.

CPR/First Aid Certifications.

Experience with Microsoft Applications.

Experience with Timberline Software Preferred.

SKILLS

Excellent Verbal and Written Communication Skills.

Build and Maintain Professional Relationships with Subcontractors and Vendors.

Exceptional Time Management Skills and Organization to Meet Strict Deadlines.

Collaborative Skills to Accept and Incorporate Strategies.

CONTACT

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