



PROJECT MANAGER

The Project Manager is responsible for the day to day management of all assigned construction and capital improvement projects, including but not limited to: customer service and communication, vendor selection and buyout, materials procurement, scheduling, budgeting and financial reporting, proactive safety compliance, and quality control. The Project Manager is also responsible for working closely with occupants and property owners throughout the process to ensure the highest level of customer satisfaction.

Job Type: **Full-time**

RESPONSIBILITIES:

- **Field Management**
 - Build rapport with project stakeholders and instill confidence in your PM abilities
 - Perform all contracted scopes per Best Practices
 - Ensure all work is contracted/subcontracted
 - Obtain building permits as required and follow all government guidelines for each permit and project
 - Adhere to all OSHA and Environment regulations
 - Assist Project Director with change orders
 - Manage site personnel and subcontractors, drive safety, quality, and productivity in the field.
 - Perform buyout, submittal process, quality control, safety compliance, scheduling, and closeout successfully
 - Ensure the highest level of customer communication and customer service
 - Ensure an exceptional customer experience
 - Ensure project work meets the highest standards of workmanship based on industry standards.
 - All other duties or projects as assigned
- **Office Management**
 - Ensure all subcontractors are working under a proper subcontract agreement, per Best Practices
 - Approve or reject invoices as appropriate, with proper communication with your project team
 - Properly project, record, and maintain all project costs on budget worksheets
 - Meet or improve upon revenue and profit margin goals as defined by ASR
 - Create, update, and present project schedules to customer, Project Director, and VP weekly
 - Responsible for directing, mentoring, and training junior level team members
 - Professionally represent ASR on emergency on-call management rotation
 - Track change orders and all extras on projects via signed change order form and budget updates



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QUALIFICATIONS:

- 5+ years full time construction project management experience
- Expert in construction project management, financials, processes, and administration
- Strong business ethics, integrity, and ability to perform in highly autonomous environments
- Required: Strong writing and oral communication skills
- Strong computer and technology skills
- Ability to communicate effectively with all project stakeholders and local officials
- Bachelor's degree in Construction Management, Engineering, or related field (preferred)
- OSHA 10 or 30, CPR and First Aid certifications (preferred)
- Multi-family, hotel, and multi-building facility experience (preferred)
- Fluent in English and Spanish (preferred)
- Candidates must pass pre-employment drug screen, criminal background, and MVR check

BENEFITS & COMPENSATION:

- Competitive Pay
- Paid Short-term disability
- Paid Long-term care
- Full benefits package after 90 day probationary period
- Health insurance
- Dental insurance
- Vision Insurance
- Company Laptop
- Company Cell Phone
- Company Vehicle Allowance & Fuel Card
- Paid time off
- 401K
- Continuous training, employee development, and promoting within



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WORK ENVIRONMENT & PHYSICAL DEMANDS FOR POSITION

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can range from quiet to moderately loud.

The employee must regularly lift and/or move between 25-50 pounds. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle material, reach with hands and arms, and talk and hear. The employee is required to stoop, kneel, crouch, or occasionally crawl. The employee is occasionally required to sit.

APPLY AT:

info@asrcompanies.com



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