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## Job description – Project Manager

An experienced General/Roofing Government Contractor is looking for a professional, motivated, and friendly individual to serve as a Project Manager. **Government contracting experience is required.** Having integrity, a willingness to learn and mutual respect for the customer is a must. Excellent decision-making, verbal/written communication and interpersonal skills are also required.

Moderate to frequent travel is required.

### Minimum Qualifications and Education:

- College Degree in Construction Management or related field.
- Relevant job experience may be accepted in place of degree.
- Project Management experience and a minimum of five (5) years related experience in project (construction) management, including inspection of construction improvements, implementation/completion of the projects, plans/specification.
- Strong computer skills, including Microsoft Office products (Excel, Word, Outlook, PowerPoint, etc.) and MS Project or Primavera.
- 3+ years' experience in commercial Project Management or Assistant Project Management.
- Project management of roofing projects.
- 3+ years' experience of working knowledge about roofing.

### Essential Job Duties and Responsibilities:

- Attend pre-bid meetings with an Estimator and have the ability to comprehend a written scope of work.
- Prepare/review/track construction submittals, by CSI divisions.
- Prepare/update progress schedules.
- Prepare/update project budgets.
- Attend pre-construction and progress meetings with Government officials.
- Communicate and provide/receive documentation with field superintendents.
- Will be required to oversee multiple projects.

### Preferred Experience:

- Project management of Navy or DoD construction projects.

### Additional Requirements:

- Candidate must qualify for military installation access with a full background check.
- Candidate must possess a valid driver's license with limited infractions (motor vehicle background check)
- Must pass a drug screen

### Benefits:

- Paid Vacation and 11 Federal Holidays
- Medical/Dental/Vision Benefits
- Paid Life Insurance
- Paid Long Term Disability Insurance
- Company Sponsored Education/Training
- 401k Plan and Company Match

EEO and Drug-Free Workplace  
Salary based on qualifications and experience

Job Type: Full-time

Pay: \$75,000.00 - \$85,000.00 per year