QUAD Construction is looking for a capable Project Manager to oversee the production and completion of large-scale construction projects. You must be a multi-tasker who has excellent organizational, time management, and communication skills, and can effectively manage a team of external and internal employees to finish their work efficiently and within deadlines.

**Core Responsibilities:**

* Collaborates with the entire team to discuss scope and budget from start of each project.
* Manages, controls, and monitors each phase, ensuring the team works efficiently so the final product meets our client’s expectations.
* Creates plans, delegates responsibilities, supervises employees, and implements the project.
* Creates a timeline and budget with ongoing monitoring at each step to ensure the project runs on time and does not overspend.
* Leads project meetings, reviews schedules, and prepares detailed reports.
* Builds and maintains healthy relationships with clients, architects, subcontractors, etc.

**Qualifications:**

* Bachelor’s degree in a construction related discipline is desired.
* Minimum 1 to 3 years’ experience in the construction industry performing responsibilities equivalent to those listed above.
* Working knowledge and comprehension of construction drawings and documents.
* Proficient in Microsoft office and Bluebeam. Working knowledge of Timberline preferred.

**Knowledge, Skills, and Abilities:**

* Proven experience as a construction project manager.
* Superb organizational skills with the ability to prioritize work assignments.
* Excellent communication skills.