

PROJECT MANAGER – Conway Contracting, Inc.

Job Description:

Conway Contracting, Inc. is seeking an experienced Project Manager to join our team. Our Project Managers are responsible for all phases of their projects, from lead-generation through closeout. They are also responsible for ensuring compliance with Conway standards related to quality, safety and sustainability. Assignments include tenant fit-outs and ground-up construction for a wide variety of project types including: corporate, warehousing, light industrial, institutional, and commercial.

Job Responsibilities:

- Serve as the primary contact for all project-related correspondence
- Assume oversight and accountability for all of the following:
 - Preconstruction planning, Estimating & Scheduling
 - Value Engineering, Contract Administration & Subcontractor Selection & Coordination
 - Cost Management, Project Safety, Sustainable Construction Practices
 - Punch list & Project Closeout, Client Follow Up & Retention
- Coordinate closely with field staff on all aspects of project implementation
- Lead and direct the work tasks of other project team members as needed
- Deal directly with all personnel involved with the greater project team including architects, engineers, consultants, clients, project managers, building and government officials

Desired Skills & Experience:

- BS/BA (or equivalent) from a four-year college or technical school in construction management, construction science, engineering, architecture or similar
- 5-10 years of progressively responsible experience in the field of construction management
- Knowledge of all phases of the building construction process from pre-construction through closeout
- Robust understanding of building systems, building science and standard construction practices & techniques
- Strong written and verbal communication skills
- Strong technical & computer skills including: Microsoft Office, Adobe Acrobat, Microsoft Schedule, Bluebeam, Auto CAD & Sketchup, Spectrum Construction software are pluses & Blue Beam
- Estimating and scheduling
- Excellent organizational skills
- Ability to multi-task
- Highly motivated, self-starter
- Proven supervisory/management skills to motivate/manage team
- Ability to foresee, document, and mitigate potential problems before they occur (safety, costs, quality, schedule)
- The desire to work cooperatively with a team of construction professionals.
- Ability to prepare & track project cost status.

Company profile:

Founded in 2002, Conway Contracting, Inc. provides industry-leading Design Build Construction Management services to forward-looking clients. We are constantly challenging and refining our own systems of project delivery.

Compensation: Salary based on experience. Health Insurance, PTO, 401K and Fun!!

To apply submit your cover letter, resume, at least 3 references and list of completed construction projects to danc@conwaycontracting.com or jills@conwaycontracting.com

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