



Introduction

Schmidke Construction and Contracting, LLC has established itself as an ethical, values-based organization specializing in high-end custom construction projects for over 20 years. We take pride in our attention to detail and in having a long history of satisfied clients. Learn more at SchmidkeConstruction.com.

Job Description

Project Manager			
Salary	Job Type	Benefits Eligible	Bonus Eligible
\$60,000-\$70,000	Full-Time	Yes	Yes

We offer a motivated, qualified candidate the opportunity to have a long-term career with advancement opportunities.

A Project Manager, (PM) is responsible to take ownership of each project and manage it as if it were his/her own home and money. The PM is acting point person and team leader for assigned projects on the job site and in back-office management. This role clears all obstacles and for the Foreman and subcontractors. The Project Manager is also the primary point of contact for clients and ensures clear communications on all items that impact operations in the field.

Specific Responsibilities

Pre-Production

- Plan familiarization
- Subcontractor and vendor sourcing
- Estimating
- Establish spec sheets for bidding
- Bidding
- Build budget and finish schedule
- Build the schedule
- Conduct client final plan approval meeting
- Onboard all subcontractors
- Generate purchase orders
- Award work
- Understand contracts

Work in Progress



- Budget management
- Generate change orders
- Approve invoices
- Lead weekly site visits with clients and/or Foreman
- Present weekly budget reviews with Owner
- Communicate end of week updates to clients

Completion

- Validate and confirm all invoices received
- Schedule close out meeting with Office Manager
- Release final draw request
- Establish and coordinate the closing punch list with Foreman
- Confirm completion as defined by the contract with Foreman and Owner
- Understand and communicate any outstanding balances with clients

Qualifications and Requirements

- 2 years of construction experience
- Project management experience preferred
- Knowledge and understanding of the homebuilding process
- Knowledge and understanding of accounts billable
- Previous estimating and bidding experience preferred
- Consistent work ethic and positive attitude
- Must be on time and have reliable transportation

Flexible Benefits

- Employer-Matched Retirement Plan
- Health Benefits
- Holiday Pay
- Paid Time Off
- Bonus Structure
- Advancement Opportunities
- Company Truck for Business Use

To Apply

Send resume, salary requirements, and 3 professional references to info@SchmidkeConstruction.com