



**The Parkes
Companies, Inc.**

105 Reynolds Drive / Franklin, TN 37064-2926 / 615-595-2400 / 615-595-2475 Fax / www.parkescompanies.com



PROJECT MANAGER

Our Mission: *To provide comprehensive construction, development and real estate services - Building Solutions, From the Ground Up!*

JOB DESCRIPTION

- Manage all pre-construction activities for assigned projects and oversee thru construction and closeout.
- Review design documents for conflicts and completeness and participate in finalizing Owner contract negotiations where applicable.
- Develop and maintain positive working relationships with all team members to ensure 100% customer satisfaction.
- Verification and Procurement of all Subcontractors and Vendors and negotiation of fair contracts as required.
- Be the TEAM leader and manager of the Parkes project team including Superintendents and Assistants, Project Engineers, Subcontractors and all other staff on the project to ensure a successful delivery to the client, on time and within budget.
- Develop and maintain positive relationships with the Owner/Client and A/E Team to facilitate a seamless project delivery.
- Assume all Profit / Loss Responsibility and manage it completely and efficiently throughout the project including appropriate reporting to Sr. Management.
- Manage all scheduling activities of assigned projects from inception to project delivery including weekly reporting and updating as required.
- Efficiently Initiate and Completely Manage all technical processes of the project including RFI's, submittals, Team meetings, trade startup meetings, Change Orders, documentation and timely project closeout.
- Enforce Quality Control Plan and ensure the appropriate Safety Programs are being implemented and managed by the onsite team for adherence to Company policies, protocols and safety standards including all OSHA standards.
- Manage multiple projects concurrently in different stages.
- Attend meetings, when requested, with an officer(s) of the Company to review in detail the status of projects you are managing.
- Attend Company meetings to help plan for improvements in our overall operations and contribute to the process of changing our systems in our effort to provide the best quality construction and customer service possible.
- Attend weekly, quarterly and yearly management meetings to discuss project related problems and solutions, help critique corporate performance, and help set corporate goals.
- We believe that each individual that is employed at this company must be an effective marketer for The Parkes Companies, Inc., and will expect you to make every effort to do so at all times.



Building Solutions, From the Ground Up!

Parkes Development Group, LLC
Parkes Construction
SiteSolutions
Resource Realty, LLC
Frontrunner Software, LLC

JOB REQUIREMENTS

- Prefer, but not required – Bachelor's Degree, or Higher, from accredited college / university in Construction Management, Engineering or similar program.
- 7+ years Related Construction Experience – Retail, Mixed-Use, Entertainment, Seniors Living, Hotel, Grocery, & Industrial preferred.
- Computer Literate with Knowledge of Outlook, Word, Excel, & MS Project. Additional knowledge of AutoCAD, Revit and other BIM software tools is a plus.
- Effective communicator to various size audiences and skillsets.
- Proficient in reading and Understanding Blueprints and Specifications.
- Possess excellent written skills to convey thoughts in a professional manner.
- Ability to travel to jobsite's periodically for regular jobsite visits and as the project requires.
- Ability to work in a TEAM environment and promote that environment to all other TEAM members.

Who We Are:

We are a family owned construction, development and real estate company founded in 1978 and based in Franklin, TN. Our company has a very strong brand and we perform work not only in TN but across the country. We are an organization that believes in the hiring of the best people, empowering leadership, and developing projects that separate us from the competition.

What We Offer:

- Excellent base salary based on experience and expertise
- Bonus compensation based on project and achievements
- Vehicle allowance
- Medical, Dental, and Vision coverage
- Health Savings Account with company matching
- 401K with company matching
- Life insurance coverage
- LTD coverage
- Vacation and Sick accrual time off with pay
- Scheduled holiday time off with pay

Please submit your resume along with a variety of professional references that include previous employers, Project Managers, Customers and Subcontractors. Salary package varies with experience.

The Parkes Companies maintain a drug-free workplace. We perform pre-employment substance abuse testing and random testing throughout employment. Potential and current employees may also be subject to motor vehicle record checks.

We are an equal opportunity employer and all qualified applicants will receive consideration without regard to race, religion, gender, national origin, disability status, protected veteran status, or any other characteristics protected by law.

