



**The Parkes
Companies, Inc.**



**Parkes
Construction**
A PARKES COMPANY

Project Manager – Commercial Construction

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

JOB DESCRIPTION

- Participates in establishing a project budget through the negotiation or hard bid process.
- Participates in the implementation of construction projects and oversees the organization, scheduling, safety, quality, and cost-control of each project.
- Provide leadership on the project to other employees, subcontractors, suppliers, and consultants.
- Establish project objectives, policies, procedures, and performance standards within the boundaries of company policy and contract specifications.
- Initiate and maintain relationships with owners and other contacts to facilitate project activities.
- Monitor and control projects through administrative direction of on-site supervisor to ensure project is completed on schedule and within budget.
- Investigate potentially serious situations and implement prompt corrective measures.
- Represent company in project meetings and attend strategy meetings.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients.
- Formulate reports concerning such areas as work progress, costs, and scheduling.
- Attend weekly, quarterly, and yearly management meetings to discuss project related items, corporate performance, and corporate goals.
- Performs all duties in conformance to appropriate safety and security standards.

JOB REQUIREMENTS

- Bachelor's degree in Building Sciences, Construction Management, Architecture or Engineering
- Flexibility of working hours and location of work
- Reliable transportation
- Valid Driver's License
- Excellent communication skills
- Be a team player with a professional attitude
- Ability to travel on a semi-regular basis from the home office
- Competencies: Project Management, Leadership, Time Management, Thoroughness, Problem Solving/Analysis, Results Driven, Financial Management, Teamwork Orientation, Communication Proficiency.

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 and/or criminal background 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.