



Project Manager Job Description

King Built is growing and looking for a Project Manager to join our team and assist with managing multiple projects. The Project Manager is responsible for planning, coordinating and overseeing multiple construction projects through completion. This oversight includes development of project plans, identifying subcontractor partners, coordinating schedules with Site Superintendents, ordering materials and working with other team members to ensure that projects are completed on time and within budget. A project manager will work on a variety of projects at a time and may include residential, commercial and multi-family construction projects.

Location

Greater Springfield, MO

Job Responsibilities

- Develop project budgets and schedules
- Manage and allocate resources including labor and materials across multiple projects
- Work with Site Superintendents to coordinate subcontractors
- Monitor all project progress and adjust as needed
- Oversee and ensure all project timelines are met
- Manage ongoing communication with clients
- Communicate and coordinate with other King Built departments, outside stakeholders and vendors as needed
- Source and vet new vendor, sub-contractor and supplier partners
- Negotiate pricing and terms
- Resolve issues and conflicts that arise during the construction process
- Participation in all education, training, and team building events
- Attend weekly team meeting
- Be willing to complete other tasks as identified

Required Skills

- Technical expertise
 - Must have a deep understanding of construction process and project management.
- Attention to Detail
 - Must be meticulous in their attention to details across all projects.
- Time Management
 - Must be skilled in time management including prioritization of tasks and delegating of responsibilities.
- Adaptability
 - Must demonstrate the ability to be adaptable and flexible to unforeseen issues and unpredictable changes in project plans.
- Teamwork
 - Must be able to work with various stakeholders effectively to build strong working relationships with all team members, vendors and partners.
- Communication
 - Must demonstrate responsiveness, professional and clarity in written and oral communication.
- Leadership
 - Must be an effective leader who can motivate and guide team members, resolve conflict and who demonstrates superb problem-solving skills.

Qualifications

- High school diploma required; Bachelor's degree preferred in project or construction management
- Current U.S. driver's license and reliable vehicle transportation
- Excellent written and verbal communication skills
- Superb interpersonal skills
- Proven problem-solving skills
- Positive, can-do attitude

Compensation

Compensation specifics to be presented at the time of employment offer.

