

PROJECT MANAGER

JWR Construction is a medium size commercial General contracting firm based in South Florida. We are a family run company that has been in business for 36 Years. We are a company that takes a lot of pride in providing outstanding service to our clients. Because of that, we have built relationships that have kept us working with some of our clients for 15 to 20+ years, all in different industries. We also take a lot of pride in our relationship with our team. It is extremely important to us that our staff work in a safe and happy work place as well as one that promotes both personal and professional growth. In short, the success of our team translates into success for our clients and vice versa.

We feel that it is important to note that what sets JWR apart from other our competition, as it relates to employees, is that everyone is treated as an equal. And everyone's doors are always open.

We are searching for qualified Project Managers to join our team to manage their project by performing the following tasks including but not limited to:

- Project Turn over from Preconstruction
- Project Buy Out
- Subcontract Processing
- Process Submittals, Shop Drawings, RFI's
- Project Status Reports
- Subcontractor Pay Requisitions
- Owner Pay Applications
- Project Safety Meetings
- Owner Architect Contractor Meetings
- Project Compliance with Contract Documents
- Project Closeout and Warranties

ESSENTIAL DUTIES

The Project Manager is responsible for managing all administrative and field construction activities related to assigned projects. Project Managers work with Project Superintendents, Project Engineers, and Project Coordinators assigned to project(s). This person is also responsible for establishing and maintaining successful relationships with all stakeholders on his/her projects. Also, is capable of managing small– medium sized projects independently. A Project Manager typically reports directly to a Construction Manager or Senior Project Manager.

ESSENTIAL SKILLS

Business acumen, judgment, communication, solid leadership, client relations, negotiation, project management, solid construction knowledge, decision making, conflict resolution, tact, adaptable, analytical, coach and entrepreneurial are all necessary skills for a project manager. Solid systems experience with Prolog, JDE and SureTrak is preferred for this role.

DESIRED EXPERIENCE / QUALIFICATIONS

- A high school diploma is required. An industry related college degree is preferred.
- 5+ years of experience with On-Site fast paced Commercial projects
- Must have superior organizational and time management skills.
- High attention to detail and quality control.
- Ability to interact and communicate in a professional manner with clients and other visitors
- Proficient in ProCore, Timberline, Microsoft Project and Office is preferred but not required

To perform the job successfully, an individual must be able to perform each previously stated duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability necessary to succeed as a Project Manager.

JWR Construction is an Equal Opportunity Employer. Qualified women, minorities, veterans, and individuals with disabilities are strongly encouraged to apply and are a drug/alcohol free workplace.

This is a full-time position. We offer a competitive compensation and benefits package to include, paid holidays & vacations, health insurance and 401K.

Job Type: Full-time

Please submit your resume to jwr@jwrconstruction.com