



Job Title: Construction Project Manager

John Bell Construction, Inc. is seeking a self-directed Construction Project Manager. The ideal candidate will harbor a passion for construction and devote his or her urgency to our projects. The Project Manager's job is to oversee each project from conception to the finished product, interfacing with both construction professionals and the client. You must be willing to drive to visit and work on job sites, therefore reliable transportation is a must. The position includes benefits as well as a competitive salary. The job includes hands-on, technical, and project-related administrative duties. This is a fantastic opportunity for a professional who thrives in a busy work environment and is well-versed in working closely with senior management. This position is in our Miami, FL office.

Position Responsibilities:

- Work with the client as well as internal team from the start of each project to ensure you understand the project scope and vision.
- Oversee every phase of each project, from Permitting to Procurement to writing subcontract scope, buying out/releasing of subcontractors, and negotiations, etc.
- Create project as well as procurement schedule for each project and be proactive with long lead items, for instance.
- Writing RFI's (Requests for Information).
- Putting together Submittal Packages and achieving approvals.
- Process Change Orders.
- Collaborate with Owners, Architects, Engineers, Subcontractors, and internal Superintendents.
- Confirm scope of work and negotiate with vendors, suppliers, and subcontractors.
- Prepare and submit project estimates to clients, typically Change Orders, not so much new bids.
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations.
- Collaborate with internal teams, Superintendents to plan construction operations and schedule intermediate phases to ensure deadlines will be met.
- Acquire equipment and material and monitor stocks.
- Ensure adherence to all health and safety standards and report issues.

Skills/Education Requirements:

- Bachelor's Degree in Construction Management, Civil Engineering or related field of study.
- 3+ years' experience in residential/commercial construction management, general contracting and building – preferably new construction, remodels and buildouts.
- Ability to read all architectural drawings as well as full plan sets.
- Advanced understanding of risk management policies and procedures.
- Extensive experiencing managing budgets for large construction projects.
- Strong knowledge of construction materials, processes, and equipment.