

## **Project Manager**

### **Summary**

Plainfield Illinois based Harbour Contractors has been a leading general contractor in the Chicago area for nearly 60 years. We are a fast paced energetic company looking for Project Managers experienced in commercial/institutional general building construction to join our growing team. Project Managers are key members of our team representing our company to our clients and responsible for the overall leadership of our projects from the preconstruction phase through final completion.

Projects include public and private projects ranging in size from \$1 Million to \$50 Million including:

- Design Build
- Construction Management at Risk
- Lump Sum

### **Responsibilities:**

- Managing project construction teams on multiple projects
- Assisting business development and estimating in developing new project and clients
- Participation in project interviews and presentations
- Managing client relations
- Developing bid package scopes of work
- Subcontract negotiations and awards
- Material procurement / submittal management
- Change order management
- Developing and updating of CPM schedules
- Project payment applications
- Preparing project financial projections, cash flows and monthly reports
- Reporting project status to management team
- Managing project close out
- Assisting the estimating department

### **Qualifications:**

- Must be an effective leader with strong organizational skills, oral and written communication skills, and technical construction knowledge / experience
- Be able to handle multiple projects
- B.S. in Construction Management or Civil Engineering
- Minimum 5 years' experience as project manager on commercial projects greater than \$2 million
- Proficient in Primavera Project Planner scheduling software
- Proficient in Microsoft Office
- Proficient in Procore Project Management software a plus
- LEED AP a plus

We offer a competitive salary and benefits such as medical, dental, vision, vacation, sick pay, personal days, 401k and paid holidays. To be considered for this opportunity, please submit your cover letter and resume with salary history/requirements to [staffing@harbour-cm.com](mailto:staffing@harbour-cm.com).

An Equal Opportunity Employer M/F/D/V. We value the benefits of diversity