



PROJECT MANAGER - CONSTRUCTION

Are you an energetic, self-starter resourceful team player, who can assist the Executive team in every aspect of a construction project from selling the project to procurement, through production, turn-over and beyond? Come and be a part of our dynamic team!

Baxter is a successful family-owned Construction and Real Estate Development company located in the Mid-Hudson Valley, who is seeking an experienced **PROJECT MANAGER**.

We are looking for a motivated, reliable, dependable, and trustworthy individual to work on our team. The **PROJECT MANAGER** candidate duties include the responsibility for the review of paperwork, including contracts, estimates, materials, and purchase orders, change orders, coordination of scheduling and communication assigned by the Project Executive.

SUMMARY

- The Project Manager for Baxter is responsible for every aspect of a project from selling the project to procurement, production, turn-over and beyond.
- The Project Manager provides overall management of assigned projects from pre-construction paperwork to payment. The duties include responsibility for the review of all work papers, including contracts, estimates, changes, and expansions.
- The Project Manager establishes the job requirements with the assigned Superintendent(s) and works with the Superintendent in the coordination and scheduling of subcontractors and Baxter labor, maintenance of site safety, and implementation of a quality control program.
- The Project Manager is responsible for establishing and maintaining project budgets, client billing, and project cash flows.
- Contracts with subcontractors and makes material/equipment purchases as required.
- Recommends or takes action to solve all problems that will delay the completion date or would result in poor quality of workmanship, or delay of payment.
- The Project Manager is responsible for maintaining business relationships with customer representatives, engineers, architects, and vendors.
- A Project Manager for Baxter is often the voice and face of the company and is expected to always carry himself or herself in a professional manner.
- Project Manager is a full-time salaried position.

REPORTING RELATIONSHIPS

This position reports to and is fully accountable to the Director of Construction/Executive Project Manager.

REQUIREMENTS

Education

Required: College degree or certification in management, construction management, industrial engineering, or five years' experience as a Project Manager

Experience

Three to five years of project management experience with gradually increasing responsibilities, preferably in an area of the construction industry similar to that of Baxter.

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Skills, Knowledge and Abilities

- Experience in construction cost accounting, financial projections, and financial reporting is mandatory.
- Ability to work independently, to supervise and work well with others in a multi-functional fast paced environment.
- The use of analytical and observational skills, which demonstrate an ability to organize, direct, budget, control and manage his or her projects.
- The ability to make reasonable and logical decisions based on rational thought process and common industry methods and procedures.
- The capacity for spatial comprehension is mandatory.
- Must be able to work with Excel and other Microsoft Office products and quickly master working with company computer systems.
- Must have a working knowledge of construction applications, including site layout, grading, storm-water systems, and detailing, and the ability to conceptualize solutions and accurately interpret the architect's or engineer's intentions.
- Must have a working knowledge of structural applications.
- The ability to read, analyze, and interpret drawings, schematics, financial reports, and legal documents.
- The ability to effectively interact with clients, the public, peers, and other departments within the company.
- Must be innovative and able to come up with unique solutions to unique problems.
- Must have the knowledge and ability establish project budgets, maintain accurate cost records, and monitor and control the costs of his or her projects.
- Must be able to communicate in English effectively and accurately, verbally and in writing.

Working Conditions

- The Project Manager will be working in a climate-controlled office. He or she must be able to sit for extended periods of time at a computer workstation. The Project Manager will be called upon to visit job sites which may be at a distance. Normal all-weather vehicle travel conditions will apply.
- A workday will consist of eight to ten hours and may require work on weekends or Holidays.

To Apply For This Position:

Email careers@baxterbuilt.com with accurate contact information, a copy of your current resume and 3 employment references. Please include the position name you are applying for in the subject line of this email.

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