

Project Manager

Company: An award-winning commercial construction firm in the roofing industry. The company has been in business for over 30 years and is currently hiring due to growth. Most team members at the company have long tenure there. Clients come to this company to provide complex commercial and industrial roofing solutions, not just do routine projects.

Location: Atlanta, Georgia metropolitan area

Status: regular, full-time, direct hire position with the client company. Full benefits.

Summary:

The Project Manager (PM) creates and manages the schedules, orders materials, and oversees billing. Currently, no direct reports. The PM reports to the General Manager (one of the Partners of the firm). This is primarily an office job with minimal work in the field / on the job sites.

Job Responsibilities (including, but not limited to):

- Create and manage the schedules
- Ensure safety protocols are followed
- Order materials for jobs
- Approve orders versus the quotes
- Pre-construction paperwork (admin helps; PM is responsible)
- Billing paperwork (admin does billing at the direction and oversight of the PM; PM is responsible)
- Change orders – get approval from the client and initiate the change orders, etc.
- Attend job meetings sometimes
- Attend meetings with the client sometimes
- Work with the Operations Manager to arrange assignment of people to the projects based on the schedule and availability (all work is self-performed; no sub-contractors)
- Keep General Manager informed of status, issues, etc.
- Minimal travel- maybe up to 5%

Requirements:

- 3 or more years of experience in commercial roofing; 5 to 7 years in commercial roofing preferred. Client may be willing to substitute transferrable experience such as military experience in inventory or supply chain where the person is experienced with rigorous procedures and paperwork requiring strong attention to detail.
- Must be detail-oriented and be a self-starter. Attention to detail and satisfaction completing detailed paperwork is essential.
- Proficient computer skills in typical Microsoft Office programs and ability to learn the scheduling software required. Experience with Sage is a plus.
- Interpersonal skills to interact with internal and external contacts. This position requires working well with the Operations Manager and occasional client-facing interaction (attending meetings with the client), etc.
- Must have respect for all team members. Strong team-work environment at this company.
- College degree or some college is preferred

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- Willing to travel up to 5%
- Local to the Atlanta metropolitan area strongly preferred; no relocation assistance offered.
- Must pass drug screen and background check. Must have a clean driving record. (Will have access to a company vehicle when attending client meetings or a job site.)
- Must be authorized to work for any employer in the United States without sponsorship or time restriction.
- Bonus points for dog lovers

To Apply: e-mail your resume to Sue Orr at sue@sherlockresources.com