



PROJECT MANAGER

POSITION SUMMARY:

Fortune-Johnson LLC is seeking an on-site Project Manager to join our team. The ideal candidate is a construction professional who has experience building projects in excess of \$20M (preferably in multifamily, but not required). The Project Manager is Fortune-Johnson's main representative at the jobsite. Their primary role will be the administrative responsibility of the project and to act as the key single point of contact for clients throughout the process. The Project Manager is also required to provide leadership for the project team.

Primary Job Responsibilities:

- Assist Estimating in the Preconstruction process.
- Review project plans, requirements, and specifications.
- Assist in creating a project specific logistics and safety plan.
- Create scopes of work that detail Fortune-Johnson requirements as well as cover plans and specification requirements.
- Selection and procurement of subcontractors in a timely manner.
- Ensure material and equipment are delivered to the jobsite in a timely manner.
- Monitor the project status for schedule, cost, quality and procedures.
- Manage project budgets.
- Analyze and forecast monthly cost update reports.
- Oversee the pay request and billing process.
- Manage RFI, submittal, change order processes as well as all document flow on the project.
- Partner with Project Superintendent to ensure project success.
- Ensure that work progresses according to schedule.

Desired Skills and Experience:

- 5+ years of experience (preferably in wood-frame multifamily construction on projects in excess of \$20M). Depending upon the project size, scope, and complexity the years of experience may vary.
- Demonstrates leadership skills with ability and willingness to face challenges, solve problems, and motivate others, while maintaining effective relationships with customers by meeting or exceeding their requirements and expectations.
- Excellent organizational skills.
- Supervises, mentors and develops direct reports.
- Demonstrates excellent communication skills both verbally and written.
- Demonstrates proficiency using a personal computer and company communication tools, such as email, internet, Microsoft products (e.g., Word, Excel, Office) and Procore project management software.
- Ability to build relationship with owners, architects, engineers, subcontractors that lead to positive outcomes.

- Excellent team player.
- Ability to maintain focus while working in a high level, fast paced environment.
- Ability to effectively organize, plan, and manage multiple activities to accomplish desired results.

Salary/Benefits:

Fortune-Johnson LLC offers a competitive salary and a comprehensive benefits package with an excellent opportunity for career advancement in a team-oriented environment.

- Competitive pay
- 401(k) Plan with Matching Contributions
- Health, Dental, and Vision Plans
- Life Insurance
- Disability Insurance
- Vacation, Holiday, and Personal Leave

The above description covers most, but not all of the responsibilities and duties related with this job listing. This is not a complete listing of all miscellaneous responsibilities and duties required to perform day to day activities.

Our goal at Fortune-Johnson is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as being the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

As an equal opportunity employer, Fortune-Johnson does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, age, military status, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. Furthermore, Fortune-Johnson will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, safety, and/or health risk.

We do not accept unsolicited resumes from search firms or agencies. Any resume submitted to any employee of Fortune-Johnson without a prior written search agreement will be considered unsolicited and the property of Fortune-Johnson.