



TITLE: Project Manager (exempt / non-union / full time / in-person)

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Reports to: Project Executive / COO / CEO

Position Summary: The Project Manager is responsible for managing overall logistics of CVG's commercial building projects, including estimating, bidding, responding to RFPs and bid requests, scheduling, managing subcontractors, and client communication. This position works closely with the Project Executive, COO, and CEO to develop and maintain client relationships, to complete projects to CVG's high-quality standards, and to meet overall company objectives.

Are you ready to put your commercial construction experience to use and build exceptional projects with a knowledgeable and fun team? Are you looking to get your foot in the door at a rapidly growing company? If so – come join us!

ESSENTIAL DUTIES & RESPONSIBILITIES (not limited to):

Project Manager

- Organize, coordinate, and develop responses to bid requests and RFPs, as required by deadline.
- Conduct project job walks.
- Coordinate the permit process with city planning, building, and all other necessary departments.
- Negotiate and buy out subcontracts.
- Review subcontracts and work orders for scope accuracy.
- Prepare, monitor, and update the Master Schedule with project team members.
- Develop a plan for project start-up and kick-off with entire project team.
- Lead, coordinate and attend project meetings, including job walks, with owners, tenants, architects, engineers, and consultants.
- Coordinate and review submittals and shop drawings through construction process.
- Maintain jobsite presence and manage flow of critical information to all team members in a timely manner.
- Continuously review and update budget to manage cost control to maximize profitability on each project.
- Generate and verify accuracy of contracts and subcontractor invoicing monthly.
- Manage change order process and produce monthly client invoices, on time.
- Manage and coordinate final releases and final close-out documents.
- Follow up on potential project leads.

Leadership

- Set expectations, delegate tasks, and ensure completion. Give authority to work independently. Encourage accountability from team members.
- Mentor, coach, and train Project Engineers, Project Coordinators, Project Administrators, and Interns.
- Problem solving and presentation skills.

Business Partnership

- Develop and maintain new and current relationships with clients, architects, property managers, asset managers, etc.
- Partner with Director of Finance & Accounting to coordinate and review WIP reporting.
- Partner with HR Director to ensure employees receive timely and effective performance feedback.
- Ensure all employees are following safety guidelines and protocols in their respective roles.
- Partner with Executives to ensure understanding of the overall business objectives.



EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Experience in construction project management – track record overseeing multiple projects - each ranging up to \$10 million or more.
- Must possess minimum of five years’ experience with various commercial construction projects such as Tenant Improvements, Ground Up, Building Renovations, Life Science, and more.
- Proficiency with Word, Excel, Outlook, Bluebeam, Microsoft Project, Procore, and Sage 300 required.
- Completion of OSHA 10/30 required.
- LEED certification encouraged.
- Strong communication skills (verbal and written).
- Organized with a strong attention to detail and accuracy; excellent follow-through skills.
- Ability to build and foster positive team relationships.
- Maintains a professional environment, demonstrates ethical behavior, and uses good judgement.
- Be adaptable, flexible, and resilient while managing multiple tasks concurrently in a fast-paced environment.
- Valid Driver’s License and reliable transportation.

EXTENSIVE EMPLOYEE BENEFITS PACKAGE:

- **Paid Time Off (PTO):** Full-time exempt employees begin accruing PTO on the first day of employment. New employees are not eligible to use PTO until they have completed at least 90 days of employment. Employees accrue PTO based on length of employment, per an 80-hour pay period.
- **Paid Sick Leave:** You will receive 24 hours (3 days) of paid sick leave per year, beginning on your date of hire.
- **Holiday Pay:** (10) Paid Company Approved Holidays.
- **Cell Phone Allowance:** \$50/month reimbursement for usage of employee-owned cell phone.
- **Computer:** Company laptop
- **Education Reimbursement:** CVG encourages continued industry related education and training. With pre-approval, employees will be 100% reimbursed for training outside of the company.
- **Retirement Programs – 2:** Profit-Sharing Plan, Cash Balance Plan to help our full-time employees achieve a secure retirement.
- **Discretionary Bonuses:** You will be eligible to participate in our bonus plan.
- **Health Benefits:** 100% company-funded Medical, Life, Vision, and dental insurance for employee
- **Employee Assistance Program (EAP)**
- **Company Vehicle or Auto Allowance provided.**

OFFICE PERKS:

- **Full Gym:** Amenities include shower facilities, equipment, free weights, punching bag, TV, etc.
- **Fully Stocked Kitchen:** daily coffee, breakfast, lunch, snack, and drink options
- **Bi-weekly company-sponsored lunch**
- **Frequent happy hours and team events**

This position has an annual salary range of \$120,000 - \$175,000. The actual salary offer will be carefully considered based on a wide range of factors, including your skills, qualifications, and experience. The range is subject to change and may be modified in the future. This role is also eligible for health, dental, vision, life, disability along with retirement plans.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.