



Construction Project Manager/Estimator

Saint Charles, IL Schramm Construction

Benefits Offered: Medical, Dental

Employment Type: Full-Time

We are currently seeking a Construction Project Manager with Estimating experience to expand our growing team. We offer a competitive salary based on experience, a potential for bonus, and for the right candidate there is an opportunity for ownership.

Essential Skills:

- Ability to construct a project in conformance with the established project plan and organize the work for optimum utilization of manpower, equipment, and supplies.
- Ability to successfully build technically challenging projects while maintaining a working relationship with owners, architects, vendors, governing authorities and subcontractors.
- Experience recognizing design or other changes that will enhance the quality of the project, reduce operating and maintain costs, improve the scheduled completion, or decrease construction costs.
- Ability to effectively manage multiple projects.
- Experience in conceptual estimating and scheduling, both prior to bid and during design phase.
- Experience with prompt project closeouts.
- Excellent professional communication skills --verbal, written and listening.
- Must be motivated, assertive and have outstanding leadership skills.
- Committed to providing superior client service.
- Thorough management knowledge of trade activities subcontracted and self- performed.
- Preparation and maintenance of project schedules and budgets.

- Knowledge of estimating, drawings, specifications, scope of work, shop drawing/submittal process, write and monitor POs, change orders and schedules.
- Generate project punch lists and execute.
- Flexibility in assignments based on project requirements.

Qualifications:

- Bachelors Degree in construction / construction management / engineering or a related field or equivalent combination of related experience and technical training.
- Minimum four to ten years experience as a Project Manager in a commercial construction setting.
- A proven track record of outstanding individual and team performance.
- Working knowledge of construction equipment and techniques, drawings and specification, building materials and required standards applicable to discipline.
- Working knowledge of office equipment and computers, specifically Microsoft applications; Excel, Word, Power Point, Outlook, etc.
- Knowledge of Microsoft Project and Timberline are a plus.

Please submit your resume, cover letters, and references to aschramm@schrammconstruction.com.