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 *"Demanding Excellence"*

**Commercial Construction Project Manager - Saint Clair, MI**

Westhaven Builders is a General Contractor based in St. Clair, MI. We specialize in Assisted Living Facilities across the country. Currently we are looking for Construction Project Manager with a strong emphasis on Commercial Buildings.

**Project Manager responsibilities to include but not limited to:**

* Manage 1-3 Assisted Living Builds at any given time - Including the "Project Team" support of each project which will include a Superintendent(s) as well as accounting and administrative help from the home office
* Pre-Construction review/coordination with ownership and design teams
* Coordinate Bidding as necessary amongst the Project Team - Contractor solicitation, bid coverage, scope review and creation, contracting/awarding
* Create, manage, and update project schedule as necessary while communicating and distributing to subcontractors and ownership
* Budget Management - Cost Tracking, Contracts, Change Orders, AIA Billings, accounting coordination
* Enforcing site safety rules to minimize work-related accidents and injuries.
* Analyzing blueprints to ensure that construction project meets the architectural and owner's design, safety, and budget specifications.
* Recommending changes to construction operations or procedures to increase efficiency, to maintain project within budget and to ensure project stays on schedule.

**Project Manager Requirements:**

* 5 years minimum experience in construction and management
* Bachelor's degree in Construction Management, Construction Science/Engineering, Civil Engineering or related field is not required but preferred
* Proven experience working as a Project Manager
* Sound knowledge of building codes and construction safety regulations
* Working knowledge of construction tools and equipment
* Excel in technological competency specifically in ProCore, Microsoft Office Suite programs, Cloud Based Softwares, Google Drive, Quickbooks
* Outstanding leadership skills
* Strong analytical and problem-solving skills
* Excellent organizational and communication skills
* Travel will be required as necessary, roughly 1-2 times a month for 1-3 days at a time as necessary
* **Contact: Roger Waters 231-838-0247 rogerconfidential1@gmail.com**