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| Position Title: | Project Executive | Location: | Rolling Meadows, IL |
| Reports To: | Vice President/Team Leader | Exemption Status: | Exempt |
| Department: | Project Management | Employment Status: | Full Time |

Founded in 1984, BEAR Construction Company is a family-owned General Contracting and Construction Management firm located in Chicagoland, completing work throughout Illinois and Wisconsin. In addition to our 100+ full-time professionals, we also employ a large team of union carpenters, laborers, and painters.

Position Overview

As a member of the senior leadership team the Project Executive (PX) is responsible for overseeing the day-to-day operations for all construction, project management and project administration activities within a market sector or project. The PX will assist in developing and implementing corporate policies and procedures to achieve established corporate goals and support the corporate mission. The role will lead, manage, and coordinate all phases of a large and/or multiple projects from business development support, preconstruction, through construction execution and closeout by leading and developing a team of project managers, superintendents, project engineers and project assistants.

Responsibilities:

- Cultivate and build relationships in the industry and take part in Business Development initiatives
- Construction planning, estimating, budgeting and forecasting
- Deliver projects on time while ensuring project financial targets are being met in order to be profitable
- Help manage and mentor BEAR project team members
- Contribute to the creation of a high performing, innovative team environment
- Provide effective communication throughout all phases of the project
- Ensure project team alignment to the culture, values, and behaviors of BEAR Construction
- Provide value engineering services where applicable to benefit clients’ project goals
- Analyze and evaluate subcontractor/vendor proposals for accuracy and completeness
- Prepare well documented and comprehensive proposals to clients for their respective projects
- Create, develop and maintain a detailed construction schedule that incorporates communication from the project team
- Perform regular project site walk-throughs to ensure contract performance, safety compliance, and quality control
- Resolve project conflicts in timely and professional manner
- Manage the permit process and ensure the project is in compliance with all local authorities and jurisdictions
- Oversee the timely completion of all accounting-related duties, such as invoicing, collections, AP invoice approvals, contract issuance and quarterly reporting (WIP, Projections, etc.)
- Understanding of current market trends
- Oversee multiple complex projects, manage a team, along with day-to-day operational aspects of a project
- Provide value engineering options where applicable to benefit clients’ project goals
- Understands how to communicate difficult/sensitive information tactfully
- Administer document control procedures for all construction related documents

Qualifications:

- Minimum fifteen (15) years construction management experience in a variety of markets and project types

- 5-7 years of proven experience as project lead on applicable complex projects is a plus
- Construction Experience or experience in similar field
- College Degree – (Construction Management or Engineering preferred)
- OSHA Safety Trained, experience in quality, health and safety standards
- Thorough understanding of architectural, structural, civil and MEPFP systems
- Proven track record of delivering profitable projects while maintaining safety and quality standard set forth by both the client and BEAR
- Proven experience with pre-construction services as well as Design/Build approach
- Exceptional communications skills
- A highly entrepreneurial, self-motivated and results-oriented individual
- Strong time management skills, adaptable with ability to manage multiple priorities & meet deadlines, and keen attention to detail
- Tech Savvy: Proficient with the tools utilized in our industry including but not limited to scheduling and project management software packages
- Strong Negotiation and conflict resolution skills
- Remains open to new ideas, strategies and innovative approaches
- Excels at building relationships and collaborating with a team
- Ability to balance team and individual responsibilities
- Goal driven individual, dedicated, self-motivated, resourceful and candid
- Demonstrated leadership ability in challenging and face-paced environments

Opportunities for Growth

Additional responsibilities, cross-training and internal advancement opportunities are a few examples of how BEAR Construction Company's management team continually strives to motivate and challenge employees.

BEAR Construction is an Equal Opportunity Employer.