



Position Title:	Project Manager	Location:	Rolling Meadows, IL
Reports To:	Project 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

BEAR Construction is seeking a highly motivated industry professional focused on implementing various delivery methods, and technology solutions to enhance the effectiveness of the team and organization. You have a proven track record of being committed to client excellence and apply a forward-thinking approach. As a Project Manager, you will plan and manage the construction for a wide range of projects from start to finish. You will organize and oversee construction procedures and ensure projects are completed in a timely and profitable manner. The ideal candidate will have an analytical mind and great organizational skills.

Responsibilities:

- Develop, drive and implement project goals as a core member of the project team
- Drive customer satisfaction and profitability
- Monitor compliance to applicable codes, practices, QA/QC policies and performance standards
- Prepare, review and submit internal and external job status reporting
- Manage change events, expedite vendor estimates and proposals
- Process prime and subcontractor contract change orders
- Manage the pre-construction process
- Prepare and assist with project estimating
- Professionally address any concern or escalating issues as appropriate
- Develop and maintain working relationships with clients, subcontractors, vendors & other agencies of the project team
- Collaborate with engineers, architects, consultants, estimators etc. to determine the specifications of the project
- Create scope of work assignments for each subcontractor and vendor
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities
- Determine needed resources (manpower, equipment and materials) with attention to budgetary limitations
- Manage and coordinate the construction field staff with project superintendent/field manager
- Evaluate progress and prepare detailed reports (this includes profit status)
- Ensure adherence to all quality, health and safety standards
- Manage all project financials
- Manage and mentor project team members
- Create and maintain project schedules
- Manage project closeout procedures
- Oversee the timely completion of all accounting-related duties, such as invoicing, collections, AP invoice approvals, contract issuance and quarterly reporting (WIP, Projections, etc.)

Qualifications:

- 5+ years proven experience in commercial construction project management along with a strong employment history
- Construction Experience or experience in similar field
- College Degree – (Construction Management or Engineering preferred)
- OSHA Safety Trained, experienced in quality, health and safety standards
- A team player with leadership abilities
- Results-driven ability to effectively manage teams
- Excellent organizational and time-management skills
- Outstanding communication and negotiation skills
- Commitment to quality and attention-to-detail
- Elevated project management skills including the ability to schedule, estimate and understand all contract options
- Ability to manage multiple projects simultaneously
- Strong negotiation and conflict resolution skills
- Well-versed in all construction methodologies and procedures
- Able to coordinate a team of professionals of different disciplines to achieve the best results
- Strong analysis and critical thinking skills
- Proficient with industry standard computer skills and software (MS Office, Excel & Outlook, Adobe Acrobat, etc.)
- Experience with Construction Management software

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.