

Project Manager

C. Erickson & Sons, Inc. is seeking an experienced and qualified full-time **Project Manager**. The ideal candidate will be responsible for carrying out multiple projects simultaneously from preconstruction through closeout and serve as the client's primary contact. Candidate will work under the supervision of and collaborate with Senior Project Managers and Principals.

Qualified candidate must be a team player with a positive attitude and have strong skills in written and verbal communication, multi-tasking, time management, organization, problem solving, negotiation, and software.

Must be able to develop and maintain positive relationships with clients, architects, subcontractors, and vendors.

Responsibilities include:

- Collaborate with estimators during preconstruction and procurement to develop cost estimates, scopes of work, procure bids, and de-scope subcontractors
- Perform constructability reviews
- Prepare all project documentation including project reports, schedules, and budgets
- Maintain project budget, cost control, and change management with open lines of communication with owners and subcontractors
- Lead construction project team meetings
- Prepare project schedules and oversee progress to meet deadlines
- Develop project logistics plans, quality control and safety plans in collaboration with field superintendents
- Communicate with field superintendents to ensure timely project progress

Qualifications:

Bachelor's Degree in Construction Management or related field and experience in the commercial construction industry of 5+ years.

Proficiency with Microsoft Office Suite (Outlook, Word, Excel) and experience with scheduling, project management, and construction editing software is required (Microsoft Project, ProCore, and Bluebeam, preferred).

LEED and/or green building and BIM experience a plus.

Please send cover letter, resume and project references to info@cerickson.com

Erickson is a mid-size, Construction Management and General Contracting firm based in Center City Philadelphia. We offer a competitive salary commensurate with experience and an excellent benefits package. Erickson is an Equal Employment Opportunity (EEO) employer.