**Construction Project Manager**

L&K Construction Inc – Pottsville Pa

Company:

At L&K Construction Inc, our team is dedicated to providing value-added construction & real estate development services to our clients. Founded in 1984, L&K is a family-owned business offering acquisition, land development, commercial construction, custom homes, remodeling / renovation work.

L&K Construction Inc has developed a team of highly skilled trade professionals who bring expert craftsmanship to every project. We embrace the philosophy that communication, planning & performance are as important as any building skill. Our relationships with architects, engineers and other professionals enables us to form a cohesive team with one common goal; to exceed the clients’ expectations!

Our team members are dedicated to creating a rewarding experience for our customers and fellow coworkers. To learn more about L&K visit our website at www.lkci.net

**Position**:

As a Project Manager, you will collaborate with the company Estimators, Superintendents, Field Staff, and Executive Staff to ensure the successful completion of construction projects. The Project Manager will act as a liaison between the company and Owners, Architects, Engineers, and Tenants. This position is responsible for design development participation when appropriate, pre-construction/estimating activities, business development, and occasional on site supervision of Sub-Contractors when the Site Superintendent needs assistance. The Project Manager is responsible for maintaining constant and effective communications with team members both internal and external as well as customers. You will assume a wide range of responsibilities, all of which will require flexibility, timeliness and persistence.

**Responsibilities**:

* Review and understand the project plans and specifications
* Review approved submittals and shop drawings for implementation in the field
* Review the subcontracts and purchase orders for the project and have a clear understanding of the scope of work for each subcontractor or supplier
* Manage daily communication to ensure projects are delivered on time and on budget.
* Assist in preparation of presentations, correspondence & bid documents
* Handle complex and confidential information requiring discretion, judgement, tact and diplomacy
* Track multiple projects simultaneously; help resolve issues in a timely manner
* Provide support for construction billing and accounts payable
* Assist with construction payment draws
* Assist project team in securing all necessary permits & licenses
* Exceptional written and verbal communication skills and ability to effectively interact with management, as well as customers and design professionals
* Strong organizational skills, detail-oriented and the ability to handle multiple priorities and tight deadlines
* Flexibility and willingness to accommodate last minute requests in a fast paced environment
* Ability to maintain a positive outlook and willingness to overcome challenges to accomplish tasks

**Experience:**

* Minimum 5-10 years’ experience in commercial construction industry as a Project Engineer, Project Manager, or equivalent.
* Four-year Construction Management or Engineering degree preferred.
* Knowledge of project management principles for building construction; theory, principles, and practices of engineering and architecture related to design and construction.
* Knowledge of fundamentals of mechanical, electrical, structural, and civil engineering systems.
* Knowledge of all applicable local and international codes.

**Skills and Abilities:**

* High drive to succeed coupled with excellent organizational and interpersonal communication skills.
* Ability to quickly interpret and master project contract documents.
* Ability to plan, direct and coordinate professional and sub-professional project teams.
* Ability to manage time and prioritize tasks to manage multiple projects concurrently.
* Strong computer skills to run design software, project management software, scheduling software and basic office software packages.
* Problem Solving – find most cost effective, safe, and efficient way to perform work daily.
* Friendliness – maintain positive attitude and relationships with all sub-contractors, coworkers and clients.

**Requirements:**

* Must have a valid Pennsylvania Driver’s License
* Must have a clean criminal record for work in educational facilities.

**Reasons to apply**:

* Working hours: Monday – Friday 7:00am – 4:00pm
* Excellent Benefit Package includes paid vacation & holiday time, Company matching retirement plan, health benefits
* Competitive salary with annual bonus
* Team Atmosphere
* Family owned business