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Project Manager

The Project Manager is a supervisory position and reports to the COO. The Project Manager is tasked to support company operations by successfully administering projects from start to finish. The Project Manager must have exceptional organizational and planning skills with the ability to multitask, overseeing multiple projects simultaneously.

Responsibilities:

- Manages all projects assigned by the Employer in a timely, professional manner.
- Reads and understands plans, reviews submittals, generates subcontracts and purchase orders, oversees quality control and warranty items.
- Enables timely project completion through scheduling, delivery expedition and document management.
- Proactively manages project budget / costs.
- Holds regularly scheduled project meetings and prepares and distributes meeting minutes (Owner / Architect / Contractor meetings, Sub Scheduling meetings, Sub Preinstallation meetings, etc.)
- Obtains all necessary permits and meets regulatory requirements.
- Maintains safe worksite by compliance with OSHA standards and site inspections.
- Maintains consistent and professional correspondence with all client representatives, architects, subcontractors, vendors, co-workers, etc.
- Solicits and negotiates prices from subcontractors and vendors as needed.
- Assists with creation, verifying and maintaining punch list.
- Supervises people and resolves conflicts while keeping the project on schedule.
- Works with the project team; owner's, subcontractors, vendors, architects, engineers and building officials to manage changes in scope, project reviews and progress.
- Participate and represent the company at community events and conferences.

Required Skills and Qualifications:

- Bachelor's degree in construction management or related field
- Five to seven years of commercial construction experience
- Two to three years of project management and leadership experience.
- Outstanding leadership abilities with high regard placed on Integrity.
- Knowledge of applicable OSHA requirements and the management of an OSHA site visit and maintain current OSHA 30-hour certification
- Must be competent in Microsoft Office suite of software (Word & Excel).
- Computer skills and excellent knowledge of Microsoft Office (Excel, Outlook and Word).
- Solid and professional interpersonal and communications skills.
- Successful organizational capabilities, dynamic work ethic and highly meticulous.
- Good judgment and a history of prioritizing tasks and initiatives effectively according to business obligations
- Strong sense of urgency