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# Example of Construction Project Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of construction project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for construction project manager

* Review contractor documentation including correspondence, insurance, bonds, submittal data, clarification requests, and close-out documentation
* Review contractor change proposals and applications for payment
* Solicit quotations and prepare proposals for options, upgrades, and buyer modifications on multi-family and single family product
* Enforce resort rules on contractor behavior at the resort
* Manage capital improvement projects on resort facilities
* Collaborates with Project Team to provide required documentation at project close-out
* Collaborates with other Project Managers / Project Designers in an ongoing effort to improve department processes and standards
* Oversee the administration of Change Order Management
* Project management – planning, installation and conclusion
* Negotiations with customer, advisors, subcontractors and administration of contracts

## Qualifications for construction project manager

* Bachelor Degree from an accredited institution in Construction Management strongly preferred
* Minimum of 5 years of progressively responsible experience in managing design and construction of ground-up commercial & institutional development projects
* Mixed use
* Knowledge and experience in planning, prioritization and organizational skills
* Experience applying analytical and problem solving skills to routine and moderately complex problems
* Experience leading a diverse team that would include contractors and/or subcontractors on projects