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# Example of Project Construction Manager Job Description

Our company is looking to fill the role of project construction manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project construction manager

* Calculation and making offers
* Participation in bid/contract reviews
* Communicates with Properties regarding security issues, maintenance issues, facility renovations
* Assist in obtaining and evaluating competitive bids from General Contractors
* Prepare orders for light fixtures, signage, store fixtures, and follow-up to ensure timely delivery to the job sites
* Attend coordination meetings
* Supervise project personnel and assign duties to them and provides as needed training
* Performs constructability and bidability reviews
* Manage the contract change order process
* Assist with execution of all contracts

## Qualifications for project construction manager

* 3-5+ years in construction management with an emphasis on retail construction remodel projects
* Bachelor’s degree in Engineering or Construction Management, or related field • At least 10 years of combined progressive experience in a Project Engineer, Project Coordinator and Project Manager role, which includes commercial renovations and office fit outs
* Must possess a thorough understanding of Project Management, Building Design & Construction, Critical Path Method (CPM) Scheduling, Building Cost Modeling and Risk Analysis
* Must understand and utilize Information Technology in the performance of work including Internet, Intranet, Microsoft Windows OS, Adobe Acrobat, and Microsoft Office Suite
* Experience in Construction Management consulting
* SCIF experience