



Example of Commercial Construction Project Manager Job Description

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Our innovative and growing company is looking to fill the role of commercial construction project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for commercial construction project manager

- Cultivate relationships within all customer target markets that have use for our products and services
- Give presentations to all clients to educate them on flooring, installation and maintenance, providing specifics on how Spectra can be a value added choice on their projects
- Representatives ensure that all of the appropriate system requirements and paperwork is accurate and are responsible for the profitability throughout the life of the project
- Ability to learn the software that Spectra uses daily, which includes RFMS estimating software to quantify materials needed for projects, and Spectra's Winbid program to estimate all project related costs followed by preparing a professional proposal
- Manage all phases of project management including design, permitting, construction, occupancy, quality control, contract, budget/invoice and schedule management
- Interface with clients (and landlord when applicable) to define project requirements
- Establish project work plan and deadlines
- Bid/negotiate all vendor contracts
- Create and manage detailed project schedule
- Create and manage detailed project budget

- Experience working on military facilities preferred
- Background in Architecture or Construction Management required
- Construction management, project management, or AIA licensure highly desirable
- Proven track record as a project manager with ability to provide a mix of references from past supervisors and clients
- Excellent verbal communication skills in both small and large groups
- Demonstrated skill in effectively supervising design consultants and contractors