



TIS Construction is a successful small to mid-size construction company. We are looking for a PROJECT MANAGER with experience in the commercial construction industry & is looking for an opportunity with potential for career growth.

RESPONSIBILITIES

- Reviewing scope of work for clients & sub-contractors.
- Read/analyze plans, look for constructability issues or concerns.
- Analyze trade-contractor estimates for scope accuracy & completeness.
- Effectively manage daily work output, meet contract deadlines, & work in a fast-paced environment
- Represent TIS in progress meetings with owners and/or architects, & relay information to other team members & trade-contractors as required.
- Create schedules in Microsoft Project & orchestrate/manage trade-contractor schedules.
- Write RFI's & distribute them to the Architect & Consultants to minimize schedule & cost impacts.
- Perform accurate quantity take-offs to ensure Change Orders to client are complete & accurate.
- Perform Cost Projections weekly.
- Provide cost/benefit analysis of building systems & provide value engineering during Change Order process.
- Reviews data & blueprints to determine required material and labor requirements for scheduling analysis.
- Create a submittal schedule & track long lead items to ensure project scheduling milestones are achieved.
- Manage RFI's, Submittals, Change Orders, Scheduling, Addendums, Notifications and communicate with clients during process.

QUALIFICATIONS

- 5-7 years of Project Manager experience in General Contracting; AA Degree or higher
- Experience with Microsoft Office Suite & Project, Bluebeam, PlanGrid, Sketchup, Sage, Raken

BENEFITS

- Healthcare Benefits
- Retirement Savings Program
- Paid Time Off

SALARY: \$100,000 - \$130,000

APPLY NOW! SEND YOUR RESUME TO HR@TISUSA.COM

