



**Guthrie**  
GLASS & METAL  
THE BAUMGARDNER GROUP

# Project Manager

## **Job Description:**

- Oversee construction projects from beginning to end.
- Manage the budget and estimate costs.
- Coordinate purchasing activities based on lead times and schedule requirements.
- Ensure all deadlines are met.
- Go through building connected to assign estimators to certain jobs depending on the location of work.
- Perform construction takeoffs of plans and drawings for projects.
- Request pricing from suppliers for various materials as specified in drawings and project manual.
- Annotate drawings and prepare RFI's for any unclear or missing information pertaining to scope then send to Architects.
- Draft proposal for finished estimates with detailed list of duties to be performed.
- Submit final proposals through Building Connected.
- Schedule follow up meetings with General Contractors to track status of submitted job proposals.
- Submit sample orders and transmittals to General Contractors upon request.
- Attend bi-weekly project management group meetings providing possible insight to team.
- Periodically visit on-going job sites.
- Manage the project scope

## **Requirements:**

- A minimum of 5 years of Construction experience
- Glazing industry experience.
- Proficient in MS Word, Excel, Outlook, and Sharepoint
- Proficient in reviewing and understanding all construction documents including building plans and specifications
- Ability to pro-actively identify and implement cost-saving strategies to support project(s) profitability.
- Positive attitude, professional workmanship and appearance, excellent communication skills.
- Highly organized multitasker who can think fast on their feet.