

PROJECT MANAGER

At **AnderCorp**, we pride ourselves on continuously building a culture that is **people-focused and rewards performance, honesty, and client service**. That's why we pay close attention to the attributes, strengths, and backgrounds of our team. Throughout the Southeast, the Anderson family has established a generational reputation in the construction world, **providing personal attention to each and every client**. It was with this legacy that **AnderCorp** was founded. **Our goal is to enable you the opportunity to tap into your full potential**. With decades worth of experience in the construction industry, **we're also in the business of building relationships, and that's the AnderCorp Difference**.

LOCATION

- Gulfport, Mississippi

REPORTS TO

- Director of Operations

KEY ROLE RESPONSIBILITIES

PROJECT MANAGEMENT

- Promotes a Leading Safety Culture and works alongside Field Management teams to ensure onsite personnel follow safety, health, and environmental quality standards for the project.
- Works alongside Project Team to manage projects, subcontractors, suppliers, and building officials to meet construction deadlines, architectural requirements, building codes and client expectations.
- Provides effective communication with detailed planning, organization, and technical skills.
- Promotes an atmosphere of teamwork working alongside the Field and Project Management team to plan and coordinate assigned construction projects within the organization.
- Promotes an atmosphere of teamwork to ensure successful project outcome with client satisfaction as the main priority.
- Adheres to Project Schedule for subcontractors, consultants, and vendors for the overall job and workflow to ensure timely completion in conjunction with the Field Management team.
- Assist Field Management team with implementing and maintaining Quality Control documentation for the project.
- Assist Field Management team with all project Preparatory Meetings with subcontractors and vendors.
- Assist and participate in weekly subcontractor meetings led by Field Management team.
- Participate in community-based organizations and associations to enhance AnderCorp image.
- Actively participate in personal development and training for "Best Practices" in the construction industry.

ADDITIONAL KEY ROLE RESPONSIBILITIES

PROJECT MANAGER

In addition, this position will be responsible for the following:

- Responsible for timely review and accurate issuance of project submittals.
- Responsible for issuance of all project RFI's in collaboration with project team.
- Conducts and participates in weekly job progress meetings with onsite project staff.
- Conducts Owner/Architect project meetings including preparation of meeting agenda topics.
- Ensure meeting minutes are taken and distributed for all project related meetings conducted during the life of the project
- Responsible for creating and maintaining punch list logs in collaboration with Field Management team
- Responsible for all drawing and specification organization and updates during the life of the project
- Responsible for the closeout and warranty documentation and turnover to the client
- Responsible to manage the Action Item (To-Do) lists during the life of the project
- Responsible to develop the project schedule in collaboration with project team including subcontractors and material vendors
- Responsible for and leads subcontract and vendor buyout process including subcontractor scope of work and ensures subcontractor and supplier scopes of work are detailed and accurate to perform the assigned project
- Responsible for all project correspondence and documentation necessary to successfully manage the project to completion
- Plans and coordinates all phases of the construction project including initial buyout and subcontract issuance, procurement of materials from major vendors, schedule creation and coordination, issuance of all RFI's and Submittals, cost control and reporting, and final closeout and turnover to project client.
- Responsible for managing project while utilizing and understanding owner contract terms and conditions
- Conducts regular project walks/inspections and advises project team of findings
- Assist in developing GMP proposals and estimates in collaboration with preconstruction team
- Assist in implementing risk management during the project

KNOWLEDGE, SKILLS & ABILITIES

- Has proven to build relationships and interact within a team environment, internally and externally
- Has proven to perform work accurately and completely, and in a timely manner
- Provides excellent Communication skills, verbal and written
- Proficiency in MS Office Suite software with an emphasis on Word and Excel
- Has proven to apply the means and methods of construction management to projects
- Understanding of project processes and how each supports the successful completion of the project.

- Proficient in the ability to read and understand drawings and specifications
- Proficient with AnderCorp's project management software
- Proficient with Construction technology software and its use with Construction
- Proficient with the means and methods of construction management
- Proficient with and understands the Lean process and philosophy
- Understanding of the specific trades and scopes of work
- Builds relationships with clients for future work
- Proficient with the Document Change process and its corresponding impact to project
- Proficient with Scheduling Software
- Conduct effective meetings and presentations
- Knowledge of project processes and how each supports the successful completion of the project

EDUCATION

- Bachelor's degree in construction management or engineering.
- Equivalent relevant experience will be considered in lieu of Bachelor's Degree.

EXPERIENCE

- 10+ years of experience in Commercial Construction with projects valued at +\$15 million.

AnderCorp is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer and it is our policy to provide equal opportunity to all people without regard to race, color, religion, national origin, marital status, veteran status, age, disability, pregnancy, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. AnderCorp is a background screening, drug-free workplace.

Accessibility: If you need an accommodation as part of the employment process please contact Human Resources at info@andercorp.com

AnderCorp does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, AnderCorp will not consider or agree to payment of any referral compensation or recruiter fee. In the event a recruiter or agency submits a resume or candidate without a previously signed agreement, AnderCorp explicitly reserves the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, are deemed to be the property of AnderCorp.