



APEX BUILDERS GROUP

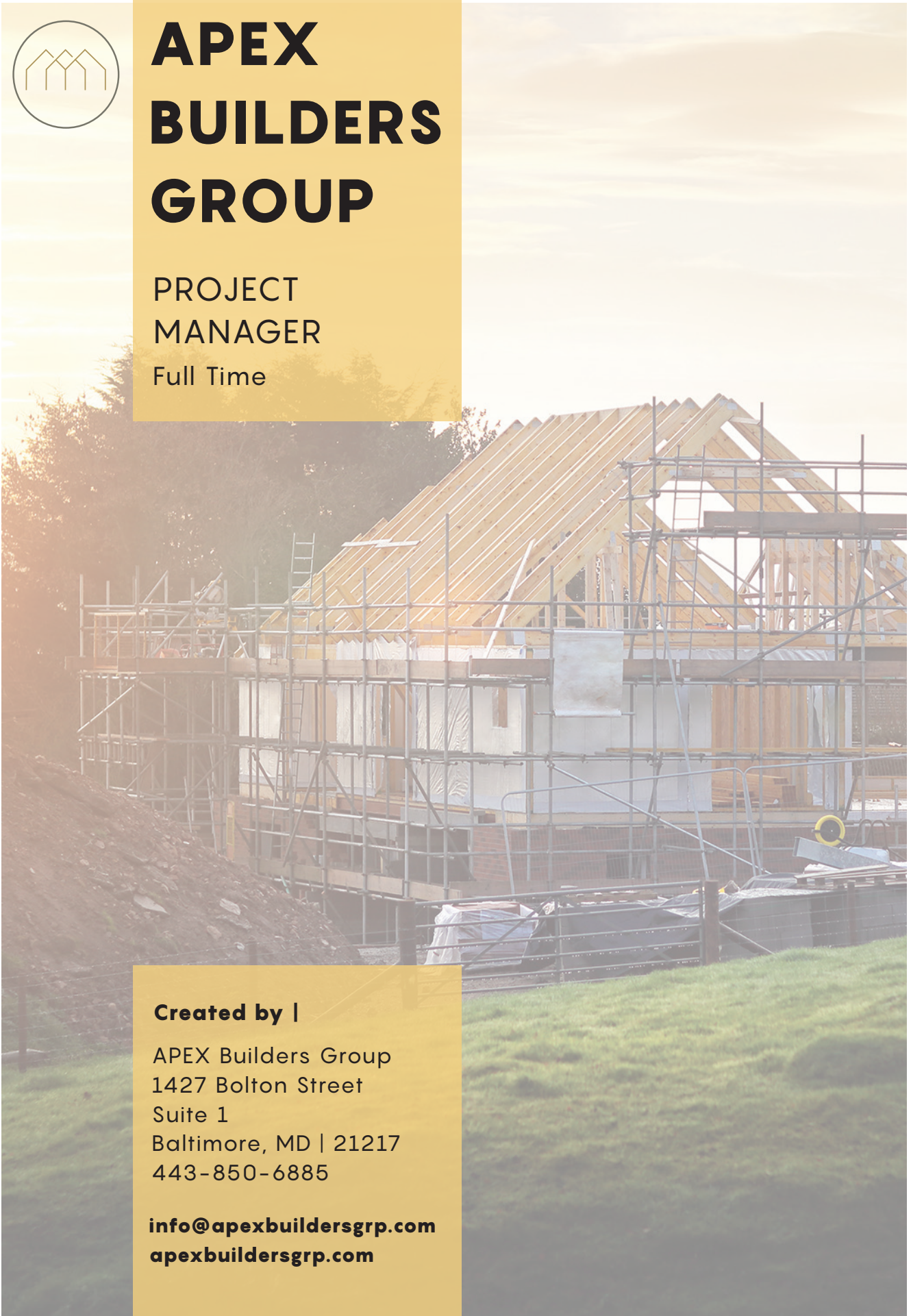
PROJECT
MANAGER

Full Time

Created by |

APEX Builders Group
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PROJECT MANAGER

Full Time Position – Salaried

Name

APEX Builders Group

Street Address

1427 Bolton Street | Suite 1

City/Town | State | Zip Code

Baltimore | Maryland | 21217

Phone

443-850-6885

Email

info@apexbuildersgrp.com

INTRODUCTION

APEX Builders Group is a family-oriented premier construction business. Team members dedicate time to get to know one another as friends and individuals, and also spend time interacting as a family to build a strong unit. APEX leads employees' career paths and makes opportunities for every talent to grow. The goal is to foster and strengthen the passion of dedicated team members to develop strong and effective interpersonal relationships in order to be able to rely on each other for support while performing projects. APEX takes pride in being a diverse and inclusive workplace for everyone with strong advancement opportunities. APEX builds with a family mentality and welcomes all prospective employees to apply and join.

We have an opportunity to join our Mid –Atlantic team serving the Washington, DC - Maryland - Virginia area with headquarters based in Baltimore, MD as a **Project Manager**. The ideal candidate will have experience in custom residential and/or commercial construction of the highest quality scale. We are seeking a knowledgeable team player who is highly attentive to detail and respects the APEX process to complete a project.

OVERVIEW

We are seeking a highly motivated **Project Manager** with a strong technical background and experience. Candidates must have excellent technical writing and verbal communication skills and have the ability to be highly responsive to clients. Candidates shall also have experience with client growth and staff development.

The **Project Manager** is responsible for overseeing all administrative aspects of a project, from preconstruction to permits to completion to post review. Thus managing one or more projects at any given time. This role requires having to multitask through coordinating multiple details with other team members including the Client, Architect, Interior Designer, Vendors, & Subcontractors. The Project Manager partners with a dedicated field-based Site Supervisor for each project in order to allow the work to be performed accurately and expeditiously with the highest level of quality while managing budget and keeping schedule expectations. The Project Manager is responsible for the Client experience, positive promotion of the Company's image and maintaining the company's mission statement.

RESPONSIBILITIES

- Review and thoroughly understand entire project scope
- Build relationship with Site Supervisor
- Set up project portfolios and supervise Process Checklist for Project start to completion
- Coordinate ongoing communication with all project stakeholders including: Site Supervisor, Client, Architect, Interior Designers & others
- Actively present at Bi-Weekly meetings, sometimes be the facilitator speaking role.
- Manage progress meetings with Client & Architect to review status & selections
- Inspect jobsite regularly for adherence to plan intent, quality standards, and schedule
- Schedule onsite meetings with Subcontractors to review project scope & schedule
- Create & maintain Project Schedule and inform team of deadlines & changes
- Document & prepare pricing for Change Orders & Budget Adjustments
- Manage & update project Budgets, Changes, & Cost to Complete monthly
- Communicate labor hours for all work phases to Site Supervisor regularly
- Review and approve shop drawings and proposals from vendors
- Research product & selections information and provide cut sheets to Site Supervisors
- Complete materials takeoffs and schedule delivery of materials to site
- Manage & schedule needed area inspections
- Setup Subcontractor agreements and assist interviewing new subcontractors
- Maintain digital & paper archive of all project related files and correspondence
- Review manpower needs and approve and code invoices & review timesheets weekly
- Routinely document construction with site progress photos and perform end of job review meeting with internal team

BENEFITS

APEX Builders Group recognizes that employees play an important role in its success. Our commitment to full-time employees is reflected in the comprehensive benefits package we offer:

- Competitive salary
- Leave accrual and paid holidays
- Optional Healthcare benefits
- Group Life Insurance, as well as additional optional life Insurance, short and long term disability insurance
- Flexible spending accounts for medical and dependent care reimbursement
- 401(k) Retirement Plan- Self Contributed Following 6 Months Preliminary Period
- Employee Assistance Program
- Weekly Capped Fuel Reimbursement

REQUIREMENTS

- Minimum of 6 years of experience & expertise managing high-end residential or commercial construction projects
- Experience with an education background in Architecture preferred
- Must be experienced with understanding and managing project quality, schedule, and budget expectations
- Extensive knowledge of residential or commercial construction methods & materials
- Excellent communication & organization skills, proficient in MS Word, Excel & Outlook

COMPENSATION

Competitive and Commensurate with prior experience

TO APPLY

Send us your Resume with a Cover Letter at info@apexbuildersgrp.com

Or complete the application for online apexbuildersgrp.com/join-the-team

Apex Builders Group is an equal opportunity and affirmative action employer and complies with all applicable anti-discrimination laws.