



Project Manager: Full Time

Responsibilities include but not limited to:

- Conduct scope review and prepare subcontracts
- Build and maintain subcontractor relationships
- Review, process and track submittals and shop drawings
- Review subcontractor change orders/invoices
- Prepare owner invoices
- Implement contract document changes
- Conduct subcontractor progress meetings
- Prepare and maintain project schedule and budget
- Process and submit project closeout documents
- Interact daily with owner

The ideal candidate will be organized and client focused. Basic fluency with Procore, Microsoft Word, Excel, Project and Outlook. Minimum 10 years' commercial construction project management experience preferred.

Required experience:

- Project management: 10 years

Submit resumes to Craig Liffner at: cliffner@sullivanconstruction.com