

Project Manager

Valenti Builders, Inc.

Location: Chicago, IL

Intro:

The Project Manager organizes all resources for the successful execution of Valenti construction projects and leads the project team to ensure project quality, schedule, cost control, safety and customer satisfaction objectives are met.

The Company:

Founded in 1938, Valenti Builders is a general contracting, construction management, and design build firm headquartered in Chicago, Illinois. Valenti builds projects and partnerships across a diverse section of market sectors. We take deep pride in delivering a client experience that exemplifies professionalism, care, and service. As a member of the Valenti team, you will be expected and required to deliver built environments in the best interest of our clients, collaborate and support internal and external team members, develop skills and abilities that allow for accelerated upward career mobility, and take personal ownership and pride in what you do individually and what we do as a firm.

The Opportunity:

Leverage prior professional construction project management experience and successes in a new leadership role at Valenti Builders. Project Managers are responsible for the overall successful execution of construction projects in accordance with company policies and procedures. Key performance evaluation criteria include: ability to manage client satisfaction, ability to build and leverage internal and external teams for maximum production output, ability to evaluate and mitigate risk, ability to deliver on schedule and within budget, desire to take on additional and new challenges, ability to mentor less experienced staff, and improve the organization as a whole with collaborative and constructive feedback.

Major Roles & Responsibilities:

Scheduling:

- Responsible for the development, implementation, and maintenance of the overall project construction schedules
- Through direct interface with Valenti Principals, Vice Presidents and outside stakeholders, develop detailed schedules during the preconstruction phase or in the project pursuit phase
- Manage overall project schedules for conformity to contractual obligations
- Update and communicate schedules regularly to all stakeholders

Communication / Documentation

- Regular and appropriate delegation of job related tasks to internal team members
- Regular and accurate reporting to internal Vice Presidents and Principals on job related issues
- Direct and regular interface with client representatives on job progress and key client decisions
- Oversight of key reporting tools required to administer accurate project information
- Development and implementation of proper communication protocol with A/E team, subs and clients

Project Management / Financial Management

- Collaborate with project team during bidding phase to develop overall bid strategy and ensure no scope overlaps or gaps exist

- Negotiate select bid packages with bidding subcontractors
- Issue subcontracts to subcontractors and ensure conformity to internal process and policies
- Responsible for the accuracy of change order pricing and negotiation with subcontractors
- Responsible for the accuracy of monthly pay applications and weekly field costs dedications
- Responsible for overall financial management of assigned projects including forecasting
- Responsible for collaborative and creative value engineering process
- Responsible for the coordination of subcontractor scopes of work
- Responsible for overall project conformance to the project documents
- Responsible for developing and nurturing healthy and collaborative teams

General

- Participate in contractor selection process and interview stages
- Develop and nurture solid relationships with architects and clients built on trust and respect
- Represent Valenti and the client with honesty, professionalism, and integrity
- Acceptance of and adherence to company policies and procedures
- Be a kind, honest, collaborative, communicative, and supportive team member who thrives in working in a culturally diverse environment and city
- Actively pursue additional training, education and experience that allows for career advancement opportunity
- Be willing to serve on internal company committees that shape future policy and procedure
- Be willing to mentor and teach new team members as they come on board
- Do your job and take personal ownership in your role and responsibility to team members
- Demonstrate service leadership