

SENIOR PROJECT MANAGER | Ground-Up Construction

Valenti Builders, Inc.

Location: Chicago, Illinois

ABOUT VALENTI: Valenti is a general contracting, construction management, and design-build firm founded in 1938 and headquartered in Chicago, IL. Valenti builds projects and partnerships across a diverse range 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 to deliver built environments in our clients best interest, collaborate and support internal and external project partners, develop your skills and abilities in pursuit of accelerated upward career mobility, and take pride in what you do individually and what we do as a firm.

THE OPPORTUNITY: We are currently seeking an experienced **Senior Project Manager** responsible for the overall successful execution of ground-up, multifamily, adaptive reuse, and major renovation construction projects. 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.

MAJOR RESPONSIBILITIES:

Project Management / Financial Management

- Participate in Preconstruction Phase project planning, including preparation of preliminary cost estimates, schedules, and logistics plans
- 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

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

General

- Participate in contractor selection process and interview stages
- Develop and nurture solid relationships with architects and clients built on trust and respect
- 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

QUALIFICATIONS

- Minimum 8 years of related project management experience
- B.S. in Construction Engineering/Management (or related field) preferred
- Exceptional written and verbal communication skills, with strong interpersonal capabilities (tact, diplomacy, negotiation, etc.).
- Self-motivated and directed, with high attention to detail. Ability to add value to a project, and improve the team and client experience.
- Thorough understanding of industry practices and processes, including technical and functional expertise, and BIM/Revit experience.

BENEFITS TO YOUR PHYSICAL, FINANCIAL, AND PERSONAL WELLBEING INCLUDE:

- Highly competitive salary
- Health Coverage for you and your family
- Financial security and planning with 401K plans and yearly bonus potential
- Career growth and continued learning
- Generous time off to rest and recharge
- Parental leave to tend to a growing family
- A monthly wellness stipend
- A prime office location in West Loop, Chicago
- Team outings and events

At Valenti, we strive to cultivate a culture of excellence, encouragement, and opportunity. As a member of this team you will be encouraged to make strides in growing your individual strengths and skillsets.