

## Project Manager

SHAKOPEE, MINN.

**Position description** | The Project Manager is responsible for all aspects of a project including sales, estimating, permitting, programming, design and construction itself. The Project Manager must have experience and a deep understanding of each phase of the design and construction process and a strong ability to create and manage the overall project budget.

**Responsibilities** | **Leadership / Management**

- Create project estimates, proposals, schedule and budgets
- Track and control construction schedule and project costs to achieve completion of project within time and project budget
- Negotiate contracts and change orders with customers and subcontractors
- Ensure production activities are optimized to project schedule, cost effectiveness, safety, ease of operations, and profits
- Job cost accounting as required to manage the budget, track expenses and minimize exposure and risk in the project
- Conduct project management meetings to provide clear communication between all stakeholders and assign tasks and responsibility of completion
- Coordinate the efforts of all parties involved in the project, which includes the architects, consultants, contractors, sub-contractors and labor force, to ensure work complies with standards and meets contract requirements
- Must be able to work professionally with clients, vendors, employees, managers and supervisors
- Work with government authorities in obtaining all necessary project permits, licenses, variances and other land development processes
- Enforce all Company safety policies, OSHA policies and other applicable safety standards
- Keep informed on current construction means, methods and procedures and work with Field Superintendents to implement procedures to improve production standards
- Perform additional tasks as requested by management

**Prospecting / Business Development**

- Promote Company through involvement in community or civic organizations that will expand network
- Attend trade and business development functions to increase visibility, and generate leads

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### **Relationship Management**

- Build long lasting relationships with customers that are built upon trust and delivering results
- Developing and maintaining strategic relationships and networks with key industry leaders, including business, corporate, government, and A & E firms

### **Technology**

- Utilize appropriate business software including Procore, Bluebeam, Timberline, Microsoft Excel, Microsoft Word, Microsoft Project and Microsoft Outlook

### **Technical**

- Must be able to interpret architectural plans and shop drawings, land surveys, engineering reports and analyses. Must have working knowledge of project scheduling techniques
- Must have knowledge of various prime contracts and subcontracts utilized by Greystone Construction Company
- Must manage project start up and close-out procedures
- Ability to determine and satisfy the customer's insurance coverage and certification requirements
- Work to improve personal, technical and supervisory skills through continuing education, training or participation in professional organizations

### **Qualifications**

- BS degree in Engineering or Construction Management from an accredited college or university
- Seven (7) years of experience as a Project Manager in the commercial construction industry
- Experience with a design/build general contractor who self-performs concrete, masonry, carpentry and/or pre-engineered building construction
- Ability to manage multiple projects ranging from \$500k to \$10M through various delivery methods including Design/Build, GC, CM, CMAR, and Cost Plus.
- Results-orientated with proven ability to organize, plan and prioritize work to meet deadlines
- Strong ability to coach, mentor and direct others; demonstrated skills in managing people and projects
- Able to apply sound judgment and problem solving skills to complex projects and business challenges
- Solid reputation for building excellent relationships with internal and external customers
- Preferably has existing network of established relationships with prospective clients in the markets that Greystone serves
- Excellent verbal, written, and presentation skills; communicates effectively with management, employees, customers, and vendors
- High level of motivation, integrity, and commitment to team and customers
- Strong work ethic, decisive, ambitious, with an unwavering commitment to quality and professional work

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**About  
Greystone**

At Greystone, we don't offer jobs. We offer careers. We offer ample opportunity for career advancement, rewarding work, and a family atmosphere. We offer an excellent benefits package to eligible full-time employees, including: competitive wages, 401(k) retirement plans, profit sharing, health insurance with options for Health Savings Account (HSA) and Flexible Spending Account (FSA), dental insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

Greystone is a general contractor based in Shakopee, Minnesota with offices in Bismarck, North Dakota, Spirit Lake, Iowa, and Austin, Texas. We provide design-build and general construction services to the commercial, industrial and agribusiness industries.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. We also aren't afraid to have a little fun. Learn more at [www.GreystoneConstruction.com](http://www.GreystoneConstruction.com).

**How to apply**

Fill out the form: [Apply to Work at Greystone Construction \(smartsheet.com\)](https://www.greystoneconstruction.com/smartsheet)

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WEBSITE [GreystoneConstruction.com](http://GreystoneConstruction.com) | PHONE 952-496-2227 | TOLL-FREE 888-742-6837 | FAX 952-445-4191