

## Senior Project Manager--Commercial

AUSTIN, TEXAS / SHAKOPEE, MINN.

### **Position description**

Join our team as Senior Project Manager and be at the forefront of our blossoming Texas division. The Senior Project Manager is responsible for all aspects of a project including sales, estimating, permitting, programming, design, and construction. This individual must have extensive 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. Additionally, there will be individual career growth opportunities into real estate development in Texas as a part of this role.

### **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
- Manage the budget, track expenses, and minimize exposure and risk in the project
- Conduct project management meetings
- 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
- 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

#### **Prospecting / Business Development**

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

#### **Relationship Management**

- Develop and maintain strategic relationships and networks with key industry leaders, including business, corporate, government, and A & E firms

#### **Technology**

- Utilize appropriate business software including Procore, Bluebeam, Sage 300 CRE, SharePoint, Microsoft Project, and Microsoft Office

#### **Technical**

- Interpret architectural plans and shop drawings, land surveys, engineering reports and analyses. Must have working knowledge of project scheduling techniques
- Manage project start up and close-out procedures

*Greystone Construction is an equal opportunity employer/contractor.*

## Qualifications

- BS degree in Engineering or Construction Management from an accredited college or university
- Ten (10)+ years of experience as a Project Manager with in-depth knowledge and experience in the commercial construction market
- Experience working in the Texas construction market is highly beneficial but not required
- Ability to manage multiple projects ranging from \$5M to \$50M through various delivery methods including Design/Build, GC, CM, CMAR, and Cost Plus

## 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 and Spirit Lake, Iowa. We provide design-build and general construction services to the commercial, industrial and agribusiness industries. We have been in business for 35 years and worked in 34 states.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. Learn more at [www.GreystoneConstruction.com](http://www.GreystoneConstruction.com).

## How to apply

Fill out the application form on our website [HERE](#)

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