

## SENIOR PROJECT MANAGER

### About C.Herman Construction

C. Herman Construction is a general contracting company that specializes in multi-family construction. In seven short years, we have grown our client base across the Southeast from relationships and referrals alone, and built projects totaling more than \$250 million. Our market expertise includes multi-family, commercial, interiors, and historic rehab projects. C. Herman Construction is licensed in NC, SC and GA with offices in Charlotte, Wilmington, and Charleston, SC.

C. Herman Construction is focused on bringing together team members that share our same mission: To provide quality construction and exceptional customer service through a dedicated partnership approach. We are a culture of passion, teamwork and encourage continued professional and personal growth. Come make your mark in a growing company alongside other dedicated, determined, growth driven professionals!

### What We Are Looking For

C.Herman Construction has an immediate opening for an experienced Senior Project manager with 10+ year's experience in multi-family construction. This position will be based in Asheville, North Carolina, and work closely with the CEO, Accounting/Finance, and various project teams. Some travel may be required.

The ideal candidate is a strong leader with a proven background of managing project efforts, from preconstruction through turnover with contract values from \$3M-100M+. The Senior Project Manager will have advanced knowledge of the construction process including preconstruction, major system evaluations, estimating, scheduling, cost control, design and client management. This person will be a problem solver that leads by example, practices good judgement while maintaining the core values and standards of C.Herman Construction.

### Benefits

We offer an environment that encourages professional and personal growth, an excellent benefits package, and a family culture. Join a team that values people and a place where our team members are our greatest asset. Some benefits include:

- Competitive Salary
- Bonus potential
- Health, Dental, Vision Insurance
- Family/medical leave
- Parental Leave
- Company 401K
- Short-Term/Long-Term Disability
- Life Insurance
- Paid Time Off (PTO)
- 8 Paid holidays per year
- Company Outings/Team Building Events
- Half-days every other Friday (May-Aug)
- Employee referral program

## Key Job Responsibilities

- Prepare budgets, cost analysis, project plans, scopes of work and schedules for construction
- Maintain budget and report status throughout the entire duration of project to ensure job stays on track and within budget
- Verify all contractor/subcontractor pre-qualifications
- Confirm that all building permits, driveway permits, encroachment permits, stub permits, etc. are in place, as to not be held up during the construction process.
- Source and negotiate business and legal provisions of construction contracts.
- Resolve issues with win-win solutions and collaboration.
- Display natural leadership skills and assure that project responsibilities are carried out promptly and accurately.
- Prepare and develop strategies to win project bids, including preparation of bid documents, negotiating and awarding subcontracts
- Update and monitor project schedules using Procore Software
- Track and update change orders/purchase orders
- Assist the Controller in obtaining each subcontractor's legal company name, and physical address, Federal Identification number, (W-9)
- Facilitate processing of RFI's, submittals, delays processes.
- Plan review and provide documents for cost analysis
- Oversee the buyout and contract process of each project and obtain all necessary documents for owner/architect/contract meetings
- Prepare and verify all record drawings for warranty and close-out.
- Build strong relationships with subcontractors, consultants, clients and municipalities and earn customer/client trust and satisfaction.
- Compile updated information/photos of project progress each month for monthly reports for clients
- Travel as needed for projects

## Requirements

- A Bachelor's degree in Construction Engineering/Management or similar degree
- 10+ years of experience with an emphasis on multi-family construction/large scale projects
- Computer skills: proficiency using Word, Excel, Outlook
- Experience using Procore or another construction project management software
- Ability to effectively make sound decisions under tight deadlines.
- Excellent time-management and organizational skills
- Ability to organize, plan and manage multiple activities to accomplish desired results.
- Exhibit commitment to quality by evaluating project-related processes. Make necessary changes, use customer input to make improvements, and meet/exceed internal and external customer expectations.
- Act in a manner of integrity that shows support for C.Herman Construction, our core values, while maintaining constant focus on meeting/exceeding client requirements and expectations

**TO APPLY**

**Submit cover letter, resume and a list of proven job experience in multi-family construction to [careers@chermanconstruction](mailto:careers@chermanconstruction).**