



## **Project Manager Needed**

As a Project Manager, you will be responsible for performing the day-to-day duties to facilitate and manage construction activities of multi-family apartment projects ranging from 50 - 300+ units. Your duties will consist of, but not be limited to, management and preparation of project schedule, budget, managing the bid qualification and purchasing process through final contract buyout, negotiations, generating scopes of work, review of contract terms, obtaining necessary permits, maintaining the overall performance of the construction management team, Subcontractors and Consultants. The Project Manager will be responsible for the conformance to plans, specifications, code, and subcontractor's contractual obligations. The Project Manager will host regular meetings with the project team, as well as any other duties necessary for the successful completion of the projects through certificate of occupancy and final close out. You will report directly to the Vice President of Construction. You will be expected to stay motivated, work diligently, meet deadlines and add value to the construction team as a leader and represent the company in a professional manner at all times.

### **Requirements:**

- A minimum of 10 years of experience in the construction of multi-family apartment projects with below grade podium parking and above grade structured parking with verifiable project list and employment references.
- Proficient in scheduling with Microsoft Project or other software equivalent
- Proficient in Microsoft Word, Excel, Outlook
- Previous employment with a 3rd party general contractor unrelated to the owner
- Positive attitude, professional workmanship and appearance, excellent communication skills, detail orientated and results driven with a sense of urgency

### **How to Apply:**

Please email a PDF copy of your resume, references, and salary requirements to [jobs@roemcorp.com](mailto:jobs@roemcorp.com).