

COMMERCIAL CONSTRUCTION PROJECT MANAGER

Job Summary

We are a small, privately owned corporation looking for the best fit for our team. Must be detail oriented and able to manage multiple tasks (wear many hats). To apply, you **MUST** have commercial construction management experience; preferably 10+ years.

Responsibilities and Duties

- Proficiency reviewing design plans and construction documents.
- Communicate with clients.
- Manager project schedules and budgets.
- Effectively negotiate with contractors.
- Secure building permits and licenses.
- Ensure compliance with all building, safety, and governmental regulations.

Qualifications and Skills

- Must have excellent verbal and written communication skills.
- Strong planning, time management, and organizational abilities.
- Advanced understanding of construction processes, principles, materials, and tools.
- Good critical thinking and problem-solving skills.
- Ability to travel locally is required; Reliable transportation a must.
- Must be able to pass a background check and drug test.
- Software proficiency in Microsoft Word, Excel, Outlook, and Project Manager; Use of Dropbox.

Benefits

- Medical & Dental
- Paid Vacation & Holidays
- Mileage and Expense Reimbursement

Salary: \$50,000-\$80,000; Based upon experience

Job Type: Full Time

Location: Houston

Send cover letter and resume to shoran@erc-tx.com for consideration.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.