

Company Website Posting

Project Manager – Choate Construction Company – Atlanta, GA.

Job Duties: Serve as the administrative leader of assigned projects. Responsible for planning, organizing, and administering contracts with owners and subcontractors. Monitor and proactively manage all costs, contract changes, and other project financial aspects, as well as contract time and any changes thereto, and report accordingly both internally and externally to clients. Work in close coordination with field superintendents to ensure the timely and cost-effective execution of quality projects through the proficient use of various tools, which results in clients who are satisfied with Choate Construction. Fulfill the critical role of timely procurement, review, approval, and ultimate delivery to project sites of all building components, including labor, materials, equipment, and subcontractors, so that field superintendents can efficiently and safely prosecute timely, profitable, and quality work. Responsible for all such project components and resources to adhere in strict compliance to contract documents and project schedules established by the PM and field superintendents at project commencement.

Minimum Requirements: Bachelor's degree (or foreign degree equivalent) in Civil Engineering, Building Construction and Facility Management, or a related field. Must have 2 years of experience in the construction industry including 2 years of experience as an Engineer or a related occupation. Must have experience in: Microsoft Office suite (Outlook, Word, and Excel); Viewpoint for project controls and accounting interface; Suretrak or MS Project scheduling software; Bluebeam software for the creation and modification of PDF documents; Timberline estimating software; and On Center On-Screen Take-Off software. Must have a valid driver's license. Must have OSHA 30 Hour certification. Up to 50% U.S. domestic travel is required.

Must have legal authority to work in the U.S. EEOE.

How to Apply: Send resumes to Elizabeth Judd, VP of HR, Choate Construction Company, 8200 Roberts Dr., Suite 600, Atlanta, GA 30350, or email to ejudd@choateco.com. Please reference job title + MP25 in cover letter or email subject line.