

## **CONSTRUCTION PROJECT MANAGER/ESTIMATOR – Conway Contracting, Inc.**

### **St. Louis, Missouri location**

#### **Job Description:**

Conway Contracting, Inc. is seeking an experienced Project Manager/Estimator to join our team. Our Project Managers are responsible for all phases of their projects, from lead-generation through closeout. They are also responsible for ensuring compliance with Conway standards related to quality, safety, and sustainability. Assignments include tenant fit-outs and ground-up construction for a wide variety of project types including: corporate, warehousing, light industrial, institutional, and commercial.

#### **Job Responsibilities:**

- Serve as the primary contact for all project-related correspondence.
- Assume oversight and accountability for all the following:
  - Preconstruction Planning, Estimating & Scheduling.
  - Value Engineering, Contract Administration & Subcontractor Selection & Coordination.
  - Cost Management, Project Safety, Sustainable Construction Practices.
  - Punch list & Project Closeout, Client Follow Up & Retention.
- Coordinate closely with field staff on all aspects of project implementation.
- Lead and direct the work tasks of other project team members as needed.
- Deal directly with all personnel involved with the greater project team including architects, engineers, consultants, clients, project managers, building and government officials.

#### **Desired Skills & Experience:**

- BS/BA (or equivalent) from a four-year college in civil engineering.
- 5-10 years of progressively responsible experience in the field of construction management.
- Knowledge of all phases of the building construction process from pre-construction through closeout.
- Robust understanding of building systems, building science and standard construction practices & techniques.
- Strong written and verbal communication skills.
- Strong technical & computer skills including Microsoft Office, Adobe Acrobat, Microsoft Schedule, Bluebeam, Auto CAD & Sketchup, Spectrum Construction & Procore.
- Estimating and scheduling.
- Excellent organizational skills.
- Ability to multi-task.
- Highly motivated, self-starter.
- Proven supervisory/management skills to motivate/manage team.
- Ability to foresee, document, and mitigate potential problems before they occur (safety, costs, quality, schedule)
- The desire to work cooperatively with a team of construction professionals.
- Ability to prepare & track project cost status.

#### **Company profile:**

Founded in 2002, Conway Contracting, Inc. provides industry-leading Design Build Construction Management services to forward-looking clients. We are constantly challenging and refining our own systems of project delivery.

Compensation: Salary based on experience. Health, dental and vision insurance available along with PTO, AFLAC, 401K & Fun!!

**To apply submit your cover letter, resume, at least 3 references along with a list of completed construction projects to [jills@conwaycontracting.com](mailto:jills@conwaycontracting.com)  
Conway Contracting, Inc., 3001 Spruce Street, Saint Louis, MO 63103 #314-534-6500**