



## Position Description: Project Manager

### ***About Orion Construction***

Orion Construction is a general contracting and construction management firm headquartered in Grand Rapids, MI. We pride ourselves on our ability to represent the best interests of our clients and work collaboratively with architects, engineers, municipal officials and other construction professionals to deliver high quality, value-added construction projects.

Orion Construction has openings for a full-time Project Manager. Qualified candidates will provide a broad spectrum of project management services including - Project Planning, Cost Management, Contract Administration, Safety Management, Change Order Review and Procedures, Project Administration, Shop Drawing Revision, Subcontractor Oversight, Project Close-out. The successful project manager provides excellent client service, contributes to growth of the company, enhances own professional and personal skills, and meets assigned financial targets.

### **Duties and Responsibilities include (but are not limited to):**

- Oversee projects from start to finish, ensuring progress and adherence to a preset schedule.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Create teams, develop goals and objectives, and delegate individual responsibilities.
- Provide budget management, expense tracking, and minimizing exposure and risk in the project.
- Devise project work plans and docs, make revisions as needed, and ensure completeness.
- Regularly monitor construction progress and communicate effectively with subcontractors.
- Coordinate efforts of all parties involved in the project, including: architects, municipal officials, consultants, contractors, subcontractors and laborers.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Identify elements of project design and construction likely to give rise to disputes and claims.

### **Requirements**

- Minimum 5 years of project management experience.
- Bachelor's Degree in architecture, engineering or construction management (preferred).
- Proficient in MS Office Suite, Adobe Acrobat, and MS Project (or comparable programs).
- Strong interpersonal skills: working well in a team and able to communicate effectively with colleagues, officials and clients.
- Written and oral understanding of all building systems.
- Detail Oriented, ability to multi-task, work in a team and work independently.
- Knowledge of legal issues and thorough knowledge of safety standards is essential.

**\*Please submit your resume and project portfolio/list when applying for this position**

Orion Construction is an Equal Opportunity Employer (EOE). Qualified applications will receive consideration for employment.