



Job Description

New Star General Contractors is looking for full-time Project Managers and Project Estimators to join our team. We are looking for candidates who will maintain a positive outlook, are reliable, passionate, and self-motivated. Qualified applicants must be team players with advanced knowledge of the construction process. We are looking for people that can see the “big picture” and have good conflict resolution skills. If you have these qualities and work culture is important to you, we want to meet you.

Responsibilities

- Review project specifications, drawings, and create Subcontractors scope of work
- Prepare estimates including schedule of values and quantity take-offs
- Analyze bids by Subcontractors and material vendors
- Prepare and manage project budgets
- Prepare and issue subcontracts, purchase orders and change orders
- Prepare General Contractor applications for payment using AIA documents
- Accurate and effective document control, management, and distribution
- Review and approve Subcontractor application for payment/invoices
- Effectively communicate and maintain relationships with Clients, Management, Superintendents, Subcontractors, Vendors, and other trades to ensure project schedule and budget are met
- Provide leadership and motivation to the project team
- Timely prepare and submit all submittal and close out documentation
- Utilizing the scheduling software and with the assistance of the Superintendent, prepare and update the project schedule
- Collaboration with the Superintendent regarding construction activities including understanding and coordinating Certificate of Occupancy requirements with the appropriate authorities

Qualifications

- A degree in Engineering, Business, or Construction Management is preferable but not required.
- Familiarity with all aspects of the building construction process including construction law, contract and subcontract administration, scheduling, accounting, verbal and written communication, estimating, purchasing, and management/human resources.
- Computer proficiency.
- Project Manager
 - 5 + years construction experience



- 2 + years' experience as an Office Engineer, Project Engineer, Superintendent or Assistant Project Manager.
- LEED certification and/or experience is a plus.
- Strong communications skills are absolutely necessary for successful execution of this position.

If you are interested in joining our team, please email your resume to alicia@newstargc.com.