



project manager, ISP

Top candidates for GLY's ISP Project Manager opening will have extensive experience juggling multiple tenant improvement and other small projects. Full spectrum PM skills, from proposal and interviewing, preconstruction and estimating, course of construction and close out are required. Ability and appetite to complete Project Engineering tasks is also a key factor for success. Occupied facilities experience – including noise and dust control; temporary ventilation; phased work; mechanical, electrical, and plumbing - is highly preferred.

key areas of responsibility include:

Marketing/Relationships

- Sourcing/ securing new business opportunities by establishing contacts and sustaining long term relationships
- Demonstrating a credible interface with client, design professionals and consultants
- Fostering outstanding customer service and positive client relationships

Preconstruction

- Planning and directing all investigations and negotiations pertaining to technical aspects of conceptual estimating and building
- Conducting skilled constructability reviews
- Creating construction cost estimates; track estimates throughout the entire design process
- Preparing bids, and effectively scheduling all preconstruction activities
- Demonstrating strong risk recognition and management skills
- Creating a completed project schedule for the construction team and a plan for implementation

Course of construction

- Writing subcontracts and purchase orders
- Submitting accurate financial reports; completing all required document processing
- Reviewing the operating results of the construction team; comparing them to established objectives, and taking steps to ensure that appropriate measures are taken to correct any unsatisfactory results

Leadership/Communication

- Consistently meeting deadlines and project commitments
- Training, mentoring and delegating to staff effectively
- Demonstrating a customer service approach to management
- Establishing and maintaining an effective system of communication throughout the project team

ideal candidates will have:

- Bachelor's degree in Construction Management or equivalent education & training
- 8+ years experience with a commercial general contractor managing small projects and/or tenant improvements
- Proficiency with MS Office, project scheduling, estimating and other industry specific software
- Other specialized experience or accreditations preferred, e.g. MEP or LEED

how to learn more + apply:

Email a cover letter and resume to hrdept@gly.com or fax to 425.453.5680. For other application accommodations please call 425.451.8877. GLY is an equal opportunity employer.