



Wentworth Executive Recruiting has been retained exclusively to secure a Construction Project Manager for our client in San Francisco. If you have the required experience we need, please send a resume to carolann@wentworthexecutiverecruiting.co | 415.516.9343 *You must currently live in the San Francisco Bay Area and have 10+ yrs. of PM experience in SF to be considered for this position. Thank you.

CONSTRUCTION PROJECT MANAGER - TENANT IMPROVEMENTS - LAB|LIFE SCIENCE | SPACE

Wentworth Executive Recruiting represents one of the Premier General Contractors in the TI verticals in SF. We are adding a NEW PM to their team due to exponential growth in the LAB |Life Science | Biotech space. Company culture is supportive, and the CEO leads with integrity. This is an exciting time to join a very well-respected company where you can "build" your career as an outstanding Project Manager. Compensation Package – very competitive! Interviewing now and hiring immediately.

PRIMARY FUNCTION

The Project Manager has the primary role of providing the leadership, planning, organization, control, coordination, and direction of project management to meet the profit and growth objectives of the company. Provides the project management resources to act for the company in matters pertaining to the successful progress and completion of assigned projects according to established schedules, cost estimates and specifications; participates in the marketing and sales activities of the company, including business development, sales, direct customer relations, estimating, bidding, pricing, and project negotiations.

REQUIREMENTS

- 10-12 years of direct experience in the Tenant Improvement office space and lab biotech experience, preferably in the SF Bay Area. Must have at least 5 yrs. of dedicated experience as a Project Manager.
- Bachelor's Degree, Construction Management preferred.
- Proficient with Microsoft Office, Sage | Timberline Software a bonus, iPad, Smartphone.
- Exceptional communications skills, written and spoken. Collaborative colleague.

COMPENSATION

- Competitive Salary, Individual bonus, collective bonus
- Excellent Health Insurance
- PTO and Paid Vacation

PRINCIPAL DUTIES

1. The *Project Manager* is responsible for and performs the following duties associated with the *Sales and Marketing* functions of the position.
 1. Actively maintains personal contact with assigned accounts.
 2. Request contact information from subcontractors for sales leads.
 3. Assists in maintaining customer relationships with key clients and participating in the marketing and sales functions.
 4. Maintains active contact with prospective bidders.
 5. Prepares and delivers customer proposals and presentations.
 6. All sales leads are actively pursued, with direct initial contact to be made by the Project Manager as soon as possible but not later than one week from time the lead is provided.
2. The *Project Manager* is responsible for and performs the following duties associated with the *Estimating* functions of the position.
 1. Reads drawings, performs take offs, requests for bids from subcontractors and submit proposals to clients.
 2. Performs and/or assists in the estimating and bidding of construction scope changes of assigned jobs.
3. Performs take offs for self-performed work.
4. Prepares milestone construction schedule.
5. Prepares and maintains the project's preliminary budget.
6. Performs and/or assists in the estimating and bidding of construction scope changes of assigned jobs.
7. Requests bid bond and quote on special insurance, if required.
8. Requests bid bonds, insurance quotes, etc., and follows through to assure such documents are provided and on file.
9. Recommends updates to the Vice President of Project Management of unit costs and other items in the estimating program.
10. Updates contract reports as required for project reporting.
11. The Project Manager is responsible for and performs the following duties associated with the Project Management functions of the position.
 1. Accepts and manages project assignments as designated by the Vice President of Project Management.
 2. Actively participates in the training and development of new Project Managers, Estimating Trainees, and others regarding project management activities.
 3. Assembles and distributes "as built" drawings, Manuals and Warranty Letters to appropriate organizations when appropriate.
 4. Assembles various contract documents related to a specific project.