



LANDMARK STAFFING

Project Manager – Job Description

Position Summary

We are seeking an experienced Project Manager for new construction and remodel projects. This role oversees all phases of assigned projects—from design through warranty—while ensuring work is completed safely, on schedule, within budget, and in accordance with contract documents. The Project Manager works closely with design professionals, consultants, clients, superintendents, estimators, and subcontractors, serving as a key leader on the project.

The ideal candidate is professional, personable, confident, and committed to continuous growth within the company.

Key Responsibilities

Project Planning & Coordination

- Prepare and manage project schedules.
- Review plans and specifications; identify concerns, cost-saving opportunities, and potential construction challenges.
- Assist estimators in preparing project budgets and general conditions.
- Support site setup, equipment planning, and project logistics.
- Maintain strong communication with design teams, clients, and site staff.
- Lead and support superintendents throughout the project.

Documentation & Approvals

- Expedite shop drawings, submittals, and approvals.
- Maintain weekly updates to the construction schedule.
- Identify and communicate errors, discrepancies, or omissions in drawings to the Pre-Construction team, client, and designer.
- Manage all change order (CO) pricing, documentation, and communication with clients



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and the project team.

- Ensure ongoing and final close-out documentation is completed and submitted.

Construction Oversight

- Enforce safety requirements and ensure OSHA compliance.
- Oversee independent testing, inspections, and municipal inspections.
- Maintain construction quality standards and site-specific requirements.
- Track and manage company-owned equipment in coordination with field staff.
- Monitor labor, material, and equipment costs.
- Prepare monthly cost forecasts.
- Handle monthly progress billing, subcontractor invoicing, and final holdbacks.
- Ensure all project checklists are completed and followed.

Client Communication

- Maintain consistent communication with clients regarding budget, schedule, progress, and project updates.
- Raise and discuss relevant issues during superintendent and project meetings.

Required Knowledge, Skills & Experience

- Strong communication, organization, time management, mathematical, and problem-solving skills.
- Ability to read, write, and communicate clearly in English (bilingual is a plus).
- Ability to lead teams and work independently when needed.
- Proficiency with computer software (Outlook, Excel, Word, Buildertrend, etc.).
- Knowledge of customer service principles and practices.



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- Experience as a Project Manager in new-building or industrial/commercial construction.
 - Understanding of construction terms, scheduling, planning, and project delivery processes.
 - Positive, professional attitude and commitment to high-quality work.
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Work Environment

- May require overtime, long hours, occasional weekends or evenings.
 - Work is primarily indoors in a low-noise environment.
 - Must be able to manage multiple projects and frequent interruptions.
 - Fast-paced environment requiring strong organizational and stress-management skills.
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Physical Requirements

- Frequent use of hands, repetitive motions, sitting, walking, and stooping.
 - Prolonged periods working at a computer may cause muscle strain.
 - Occasional light lifting of materials or supplies.
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Other Expectations

- Maintain a professional appearance and wear appropriate PPE.
- Follow company Code of Conduct and Ethics, demonstrating integrity, honesty, and reliability.
- Duties may change at any time without notice.