

PLATT, a full-service architecture, construction, and interior design firm based in Brevard, NC, is seeking an outgoing, motivated, and organized Project Manager for the Construction division.

A Construction Project Manager is an integral team member with expertise in craftsmanship and construction methodologies who can manage the flow of communication among team members, clients, and trade partners. The project's success is highly dependent on the Project Manager's efficacy. They play a central role in ensuring quality execution within budget, driving project schedules, organizing and communicating constructively, mastering tasks, and leading confidently on a job site.

Responsibilities will include:

Project Management

- Assist with early project planning, estimating, and plan/shop drawing reviews.
- Maintain the highest understanding of project plans, specifications, budget, and schedule.
- Oversee the day-to-day construction operations on assigned projects while also ensuring a safe, clean, and organized job site environment at all times.
- Develop and actively manage project schedules.
- Thoroughly review, proofread, and critique vendor proposals, materials orders, shop drawings, and work orders to ensure accuracy, completeness, and conformance with design and specifications.
- Hold trades accountable for quality of work, ensuring that the project is built to the design and has the highest quality standards of craftsmanship.

Project Communication and Administration

- Participate in daily and weekly project tracking procedures.
- Review and approve pay applications weekly from vendors, suppliers, and trade partners.
- Submit timesheet and mileage logs weekly.
- Maintain strong communication with the project team, providing updates and addressing concerns or issues promptly and collaboratively.
- Conduct periodic project audits of cost and schedule to ensure the project is on track. Must be able to communicate deficiencies with costs and schedule.
- Communicate with trade partners, material suppliers, vendors, and other team members early and often about project demands, changes, and schedules.
- Use digital tools to comprehensively organize project information and communicate deadlines/task lists.
- Participates in monthly team meetings to review project progress and cost.
- Take detailed notes during all meetings on or off-site and make this information available and accessible to other team members involved in the project.
- Maintain contact with clients post-project completion, fulfilling warranty obligations and positive client relationships.
- Gather retrospective information after project completion to communicate project successes and complications.

Applicant Requirements:

- 3+ years of professional experience in residential construction management.
- Excellent organizational and planning skills
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office and Google Suite applications

To Apply: Please submit a cover letter, resume, and portfolio samples to: jobs@platt.us

Only qualified candidates will be considered. To learn more, please visit: www.platt.us