

# PROJECT MANAGER | ESTIMATOR

## MEMPHIS DIVISION

The Focus of a Project Manager and Estimator at Wright is to power the business by selling, estimating, and managing the financials of concrete projects.

A great Project Manager has excellent communication and time management skills. The ideal candidate takes pride in their work being done efficiently and with quality and top of mind.

Professionalism, empathy, and a good level of humor are all very important.

The goal is to ensure that the business is fed with good work and that work is performed to make a profit without compromising the brand.

### RESPONSIBILITIES:

- \*Price new work
- \*Takeoff quantities accurately
- \*Prioritize estimating based on client importance, competition, bid deadlines, likelihood of success, type of work
- \*Responsible for developing new relationships with clients
- \*Generate new avenues of revenue
- \*Schedule/Lead handoff meeting with assigned Project Manager if applicable
- \*Work with General Superintendent to create project schedules
- \*Maintain pre-bid documentation
- \*Perform contract reviews to ensure correct scope
- \*Work with Superintendent on crew assignments and scheduling.
- \*Generate/Track Submittals
- \*Timely pricing of Change orders
- \*Track job costs to maintain reasonable forecast to completion
- \*Track material yields
- \*Maintain strict contract document control
- \*Monthly Billings
- \*Accurate Invoice Coding

### QUALIFICATIONS:

- \*Strong organizational skills with a forward-thinking mindset
- \*Ability to read and interpret plans to facilitate a plan of construction approach
- \*Experienced in concrete construction
- \*Degree in construction management, concrete construction materials, or concrete construction is a plus
- \*Leadership skills
- \*Sales experience in Construction a plus
- \*5 years field construction or construction management
- \*Strong computer skills, including MS Office Suite (specifically Excel), Planswift, FTP downloading, Dropbox, Pro Core, etc.
- \*Ability to multitask
- \*Ability to develop trust and relationships with customers and other employees
- \*Math, Algebra, Geometry skills
- \*Ability to work independently and with a team to effectively solve problems
- \*Likes to work hard and have fun