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## PROJECT MANAGER

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Relational, Intuitive, Catalytic, Responsible, and Improving.

The Project Manager is responsible for overseeing and managing all aspects, following a signed contract, of assigned construction projects through to completion. This role involves coordinating project activities, managing resources, ensuring compliance with contracts and regulations, and delivering projects on time, within budget, and to the highest quality standards. The Project Manager acts as the main liaison between clients, trade partners, and the project team.

### POSITION TYPE AND COMPENSATION:

- Position: Full-time Salary
- Pay Range: \$68,000 - \$105,000

### PROJECT MANAGER QUALIFICATIONS:

- **Experience:** 5+ years of experience in commercial construction.
- **Project Management:** Proven ability to manage construction projects, including planning, scheduling, budgeting, and resource management. Strong organizational and multitasking skills. Comprehensive understanding of construction processes, building codes, safety regulations, and industry best practices.
- **Leadership** Effective leadership skills with the ability to motivate and manage teams, trade partners, and stakeholders.
- **Communication:** Excellent verbal and written communication skills for interacting with clients, team members, and trade partners.
- **Problem Solving:** Strong analytical and problem-solving skills to address and resolve issues that arise during the project.
- **Technology:** Proficiency in project management software, preferably Procore, Bluebeam, MS Office including MS Project, and adaptable to new technologies and software as needed

### CORE VALUES ALIGNMENT:

- **Catalytic:** We move things forward with energy and initiative. We bring drive, urgency, and a “whatever it takes” mindset.
- **Improving:** We pursue growth relentlessly — in skills, systems, relationships, and outcomes.



- **Intuitive:** We see context, grasp complexity, and make decisions guided by insight, candor, and integrity.
- **Relational:** We value people deeply. We lead with empathy, listen well, speak with candor, and practice hospitality in how we work and serve.
- **Responsible:** We do what we say, finish what we start, and carry the weight with integrity.

**PROJECT MANAGER PRIMARY AREAS OF FOCUS:**

- **Resource Management:** Coordinate and manage resources such as materials, equipment, and personnel. Ensure that resources are used efficiently and effectively to meet project goals.
- **Budget and Cost Control:** Prepare and manage project budgets. Monitor expenditures, forecast percent complete, and ensure that projects are completed within financial constraints. Handle invoicing and manage financial documentation.
- **Scheduling:** Develop and maintain project schedules. Track progress and adjust as needed to ensure that project milestones and deadlines are met.
- **Contract Management:** Manage contracts and ensure that subcontractors and suppliers comply with contractual terms and conditions. Manage change orders and address any contract-related issues.
- **Quality Control:** Ensure that all proposed materials and equipment to be placed on projects meets or exceeds industry standards and project specifications. Implement quality control procedures and conduct regular inspections to address any issues.
- **Safety Compliance:** Enforce safety regulations and ensure that all safety protocols are followed on the job site. Conduct safety audits to maintain a safe working environment.
- **Communication:** Act as the primary point of contact for clients, architects, engineers, and other trade partners. Provide regular project updates, address concerns, and manage expectations.
- **Problem-Solving:** Identify and resolve project-related issues and conflicts. Implement effective solutions to keep the project on track and mitigate risks.

**PROJECT MANAGER BENEFITS:**

- Competitive salary corresponding with experience.
- Comprehensive benefits package including health insurance, ancillary benefits, retirement plans, and professional development opportunities.
- Participation in the company vehicle program with a monthly allowance to reduce personal vehicle expenses.
- Opportunity to work on diverse and challenging projects with a reputable organization committed to influencing positive change with every project, person, and community.

**PROJECT MANAGER PHYSICAL DEMANDS:**

- Ability to navigate construction sites and access areas that may involve climbing ladders, stairs, and uneven terrain.
- Must be able to lift and carry up to 50 pounds of equipment or materials occasionally.



- Comfortable working in varying weather conditions, including heat, cold, rain, and snow.
- Capable of standing, walking, and bending for extended periods.
- Use of personal protective equipment (PPE) such as hard hats, safety glasses, gloves, and steel-toed boots is required.
- Extended periods of sitting and working on a computer.
- Frequent use of a computer keyboard and mouse.
- Visual acuity to read and interpret written communication and data.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

