

Trinity is a leading national general contracting and construction management firm that builds exciting, high-profile hospitality, retail and corporate projects nationwide. We are seeking an experienced **Project Manager** who shares in our commitment to deliver high-quality projects, and maintains an unyielding focus on exceeding client expectations. The Project Manager assumes primary responsibility for the overall management, completion and financial outcome of multiple construction projects.

**Responsibilities:**

* Ensure that a project schedule is in place during project setup; partner with the Superintendent to maintain its continued accuracy.
* Create a procurement schedule to plan for the purchasing and delivery of equipment and materials and to resolve purchasing challenges early on.
* Develop a purchasing strategy using the project/procurement schedules and budget and review with Purchasing to ensure purchases are prioritized and buy out goals are met.
* Lead the project team, deploy the project strategy and meet established profit goals.
* Effectively administer the billing and collection process; send timely applications for payment and follow up assertively.
* Adhere to and promote Trinity’s risk management and safety policies and procedures and partner with the Superintendent to ensure they are followed.
* Develop and maintain strong relationships with clients, design team, co-workers, subcontractors and all other outside parties critical to a project’s success; ensure close collaboration and communication.
* Build effective internal relationships; provide leadership, foster teamwork and mentor/manage assigned staff members.
* Create and maintain positive relationships with subcontractors and vendors; treat them fairly and professionally in all interactions and set an example for others to do the same.

**Requirements:**

Minimum of 5-7 years construction management experience with a commercial general contracting company

Must have hospitality, retail or corporate sector experience

Experience with Procore

Strong communication, organizational and computer skills

Experience managing multiple projects and maintaining schedules and budgets

Some travel required

Trinity Building and Construction Management Corp. offers competitive salaries and benefits including 401k, medical, dental, vision, STD, LTD, life, paid holidays and unlimited vacation.

Trinity Building and Construction Management Corp. is an Equal Opportunity Employer.