



Job Title:	Project Manager	Job Category:	Construction
Location:	Seattle, WA	Travel Required:	Yes
Level/ Salary Range:	\$90,000 - \$120,000	Position Type:	Full time

We are looking for an organized, driven, and experienced Project Manager (PM) to oversee projects in the Seattle Area. The PM is involved in design, estimating, planning, development, production, and installation of projects and will manage projects from the very beginning stages through final completion and closeout. This involves working directly with clients, owners, subcontract operators, and team members to ensure a successful project delivery, all while being the personification of Baldwin General for our clients and maintaining client satisfaction.

Please include project list with application.

Primary Duties

- Manage workload of project engineers
- Primary liaison for communication with owner and A&E team
- Ensure all safety procedures are observed and a clean, safe jobsite is maintained
- Careful management of project schedule to ensure projects are completed on time
- Ensure projects are build according to the plans and specs approved by owner and architect/engineers/managers
- Ensure accounts receivable are current and accurate and projects are billed accordingly
- Forecast job costs and margins
- Make sure project closeout is done properly and completely within 30 days of project completion
- Manage maintenance of RFI, COP and submittal logs
- Keep construction team updated with important information

Required Skills

- Strong organization, negotiation, and leadership skills
- Understanding of accounting, financial statements, job cost, and cash flow

Qualifications

- Minimum 5-10 years’ project management experience required
- 4 year degree in a construction related major
- Must be able to pass a drug test and comply with our company vehicle safety program

About Baldwin

Baldwin General Contracting is an Oregon based, full service contractor with broad experience serving both public – and private – sector clients. Baldwin General is one of the region’s most productive and respected providers of construction services, serving a wide array of markets in Oregon, Washington, and Idaho. We oversee projects from small tenant improvements to some of the area’s most recognizable architectural landmarks.