

## **Project Manager for Commercial Roofing Company**

Would you like to contribute to a growing organization where your input really makes a difference? Would you like to work for a company that cares about your career path? Cole Roofing is seeking to add a personable, experienced Project Manager. If you like meeting and working with customers, and want to join an established and growing company, then Cole Roofing is a great place to further your career.

Cole Roofing Company is a well-known and respected commercial roofing and sheet metal company located in the Baltimore area. We have been family owned and operated since 1919, and have a reputation for quality work, and an excellent safety record. Cole Roofing has the added benefit of being related to our allied company, Gordian Energy Systems, a developer and builder of commercial solar projects.

### **Responsibilities include:**

- Project Management is PEOPLE management. Keep focused on the needs of the customer and remember that your Cole team drives success.
- Control every stage of the roof replacement, repair or new construction job in a safe manner, on time and on budget.
- Develop project plans to be shared with clients and company staff members.
- Use company project management tools to monitor quality control workflows, checklists and other accountability tools.
- Use available documentation systems to manage change orders, sub contactors and vendors in a timely and accurate manner.
- Ordering job materials as needed.
- Prepare interim reports that accurately track job progress against time and cost budgets.
- Work with estimating department to determine budgeted materials and manpower needed for specific job.
- Meet with Estimator to perform project handoff after bid award.
- Participate in job completion financial analysis.

### **Required Qualifications:**

- Minimum of 3 years prior commercial project management experience.
- High school degree.
- Demonstrate effective supervisory skills.
- Skilled in Microsoft Office and generally very skilled in computers.
- Ability to read and understand construction plans/ blueprints.
- Driver's license.

### **Preferred, but not required, experience:**

- Bachelor's degree or greater.
- CAD drawing experience.

- Knowledge of drone photo technologies.

Starting pay is commensurate with candidate's experience and qualifications. Cole Roofing offers a comprehensive benefits package including medical, dental, 401(k) with 4% company match, paid time off, paid holidays, etc.