



## **Project Manager**

Growing commercial general contractor is looking for a Project Manager to join our team. Avoid the traffic of commuting to Albany; we are located less than 30 minutes from Albany, Clifton Park or Saratoga. If working on a team that operates with transparency, respect, integrity and accountability appeals to you then look no further. Our value driven culture provides our team plenty of opportunities to collaborate, learn and grow. We offer a competitive compensation package along with medical and dental insurance, a 401K plan with company match, vacation, and paid time off.

The Project Manager is responsible to plan, budget, oversee and document all aspects of the construction projects they are assigned to. The Project Manager will coordinate and work closely with the owner or architect, project superintendent, subcontractors, suppliers, management as well as administrative staff to ensure the scope and direction of each project is on track and the project is brought to a successful completion. The Project Manager is the Company's representative to the customer; attending project meetings and protecting the company's interests while ensuring customer satisfaction throughout the project.

## **Education/Experience/Skills**

- Bachelor's Degree preferably in construction management, architecture, engineering or a combination of education and relevant work experience.
- Strong negotiating skills.
- Ability to read and interpret prints.
- 5 years' relevant construction related experience.
- Strong computer skills in MS Outlook, Excel, and Word.
- Excellent organization skills and attention to detail.
- Plan, prioritize, and organize assignments to meet established goals and deadlines.
- Strong written and verbal communication skills.
- Valid driver's license.

If this sounds like the right fit for you, please send your resume to [hr@hoosickvalley.com](mailto:hr@hoosickvalley.com). Check out our website [www.hoosickvalley.com](http://www.hoosickvalley.com) and Facebook page to learn more about our company.