

Job Title: Project Manager – Owner’s Representative

Department: Project Management

Reports to: Managing Director

Location: Brentwood, MO

Job Type: Full-Time, On-Site

Key Responsibilities:

- Partner with the project management team on the day-to-day management and leadership of the design, construction, and close-out of projects.
 - Prepare IFBs, RFPs, and RFQs for assigned projects.
 - Collect and evaluate bids, proposals, and qualifications.
 - Create and maintain project budgets, commitments, changes, projections, and expenses.
 - Prepare and maintain project milestones and schedules.
 - Prepare project status reports, attend/participate in project meetings, and assist with project meeting minutes.
 - Track Architect and Contractor change order requests, change orders, submittals, and RFI logs.
 - Perform quantity take-offs, develop estimates, and evaluate change order requests.
 - Perform project site visits, including photo documentation and preparation of daily/weekly status reports.
 - Monitor on-site construction to ensure work aligns with design intent/specifications and quality standards.
 - Review of pay applications and invoices.
 - Support coordination of owner vendors, FF&E, security, move management, and audio-visual firms.
 - Identify potential risks and develop contingency plans to mitigate or eliminate schedule, budget, and quality impacts.
 - Coordinate closeout documents, as-built drawings, O&M manuals, etc.
 - Perform additional assignments as needed.
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Qualifications/Experience:

- A bachelor’s degree in construction management, engineering, or a related field is preferred.
- Three to five years’ experience in non-residential construction required.
- Ability to read/interpret drawings, understand structural, mechanical, electrical, plumbing, and fire suppression building systems.
- Ability to manage multiple projects under different stages of progress, and address emergencies and delays in a positive and productive manner.



- 10-hour OSHA Training preferred. Safety is the top priority as this position operates in potentially hazardous conditions.
- A high degree of integrity.
- Effective interpersonal skills.
- Excellent communication skills, both oral and written.
- Ability to meet deadlines with attention to detail.
- Proficiency in Microsoft Office, Bluebeam, Procore, PlanGrid, Phoenix scheduling, and other project management platforms is a plus.
- Success factors include being a self-starter, having a strong work ethic, being a team player, effective time management, and strong organizational skills.