



Roby Commercial GC

Description: Roby Commercial Project Manager

Roby Commercial PM Job Duties:

- Perform detailed estimates and quality sales presentations for prospects and repeat clients.
- Financial management of projects: ultimately accountable for estimates, billings, receivables and job payables.
- Analyze revenue versus job costs on each project.
- Assist Roby Commercial GM with sales and prospecting:
 - Out-going & incoming sales calls via phone (“cold” prospects & existing clients)
 - Relationship building: Owners, Architects, Property Managers, Developers, etc.
 - Relationship building with vendors
 - Nurture existing client relationships
 - Referrals & Introductions
- Work with General Manager to create an individual annual sales and profitability budget.
- Meet with Superintendents at regularly occurring jobsite meetings.
- Review plans, pricing and schedule with Superintendent during pre-construction of and throughout the job as necessary.
- Completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job.
- Manage projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction.
- Act as a mentor to and assist in the training of new Project Managers.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Identify trends in the market by researching industry and related events, publications, and announcements.

Qualifications:

- 5+ years of commercial construction industry experience; residential construction experience a plus.
- Bachelor's degree (with solid academic standing)
- Ability to read plans and experience in estimating commercial projects
- Professional appearance
- Strong organizational skills
- Ability to multitask and manage the demands of numerous projects
- High level of customer service skills; focus on responding to and anticipating client's needs
- Civic minded and actively involved in his or her community
- Shows leadership characteristics and ability to complete tasks without direct supervision
- Strong personal and business ethics
- The willingness to do whatever is necessary to provide a superior customer experience