



COMMERCIAL PROJECT MANAGER

Do you thrive in a fast-paced environment? Do you have a knack for troubleshooting and problem solving? Do you enjoy a position that combines office work and working outdoors? Are you looking for a truly collaborative work environment?

The goal of this position is to ensure that projects are budgeted, planned, coordinated, and completed in a timely, efficient, effective, and profitable manner. The Project Manager will be held responsible for all aspects related to his or her projects. The Project Manager shall also be an active member in Project Estimating.

Everyone's function within the company requires team members to be cooperative and helpful to the rest of the team. It is expected that each member of the team will assist others and that respect and cooperation will be provided. Korellis has an open-door policy and requires a teamwork approach and sharing of responsibilities. Any candidate should be able to adopt this mindset and co-exist within our collaborative environment.

Education/Experience/Requirements

- Bachelors degree in a construction-related field from an accredited institution of higher learning is preferred although not required
- Five years of applicable experience in the roofing industry specifically
- Knowledge of roof assemblies, application and design preferred
- Successful drug, alcohol, and MVR and background screenings
- Possess an OSHA 10 certification

Description of Duties

- Set up and/or supervise the set-up of projects in the accounting software including (but not limited to) job establishment, schedule of values, estimate, and billing requirements
- Competitively procure materials, equipment, and subcontracts
- Perform a detailed review of the bids received to enable the buyout of the project at or below the amount(s) in the original estimate.
- Coordinate and/or prepare subcontracts, purchase orders and change orders in a timely manner so that they are executed and resources are available prior to their scheduled delivery.
- Manage projects on a daily, weekly and monthly basis including (but not limited to):
 - Provide the information for the completion of the requests for payment within the required time frame
 - Meet with the owner (or owner's representative) as required
 - Supervise foreman to ensure the project is on schedule and within budget
 - Monitor and maintain the project schedule including interaction with subcontractors, material suppliers and other vendors
 - Ensure pre-task planning for coordination, quality control, and safety
 - Review daily reports, photos, toolbox talks, and near miss reports
 - Provide oversight, direction, and coordination in the collection of data for any alleged bodily injury / property damage incident related to the project.
 - Coordination of submittals; monitor submittal log to ensure all open items are resolved in a timely manner
 - Coordinate with foreman regarding all RFI's; ensure that all field RFI's have been properly recorded; review the RFI log to ensure that all open items are resolved on a timely basis
 - Identify, document, and discuss all change requests with owner in a timely manner; monitor pending change request log to ensure change requests have been resolved in a timely manner
 - Process change orders for all approved change requests; ensure all change requests have an executed change order in a timely fashion.



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- Complete project close-out documentation and ensure that the punch list is completed in a timely and cost-effective manner
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Maintain confidentiality of company and client information

Skills and Personal Attributes

- Ability to read and apply plans and specifications to enable timely presentations of bids and/or proposal
- Consistently prepare new job paperwork, project cost estimate, and schedule prior to the project commencement
- Ability to successfully negotiate with owners, architects, engineers, subcontractors and suppliers
- Working knowledge of construction legal issues including contracts, liens, labor standards, safety standards and other related topics
- Ability to manage all aspects of construction projects effectively and efficiently included budgeting, scheduling, QA, safety, owner and architect correspondence, billings, subcontracting, contract management
- Ability to develop business relationships and networking contacts
- Ability to handle multiple tasks and projects while maintaining attention to detail
- Ability to supervise field personnel
- Knowledge of company estimating, scheduling and project management software
- Knowledge of Microsoft Office Applications
- Excellent verbal and written communication skills
- Willing to acquire specialized training and continued education where needed

Position Type: Full Time

Immediate Supervisor: Internal Operations Manager

Department Supervisor: President



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The Korellis Way

Korellis has been a Hammond-based contractor for over 60 years. We have employee-centric philosophy, which means we first take care of our employees through good wages and benefits, keep the organization on the cutting edge of innovation and technology, and empower the team daily. In turn, our employees deliver unparalleled results to our partners. We are 100% Employee-Owned through an ESOP; everyone has a vested interest in the success of Korellis. Everyone benefits from the knowledge of a team with over 2300 years of experience in the construction industry. All our employees have access to our onsite gym and game room, the opportunity to participate in charitable events, and can attend our many employee functions.

Benefits & Perks

- Paid weekly
- Health Insurance including vision and dental for employee (dependents included at no additional cost)
- 401(K) with company match
- Company ownership via ESOP (Employee Stock Ownership Plan)
- Quarterly safety bonus program
- Company-issued truck or truck allowance/reimbursement
- Company-issued cell phone, laptop, and credit card
- PTO, sick days, bereavement pay, paid holidays, and flexible scheduling/work from home days
- Company shirts and laundry service
- Korellis-branded online store and onsite apparel available for purchase
- Onsite gym facility and game room
- George & Harriett Korellis Roofing Scholarship and various other scholarship programs offered to employee and employee's children
- Company gatherings, team celebrations, and more

Korellis Roofing, Inc. is an Equal Employment/Affirmative Action Employer and is in compliance with the Federal E-Verify Program.