



ENGINEERING & CONSTRUCTION

Position Overview:

IEC is a general construction contractor based in Kansas City, Mo and is looking for an Project Manager for our North Charleston, SC Office. The Project Manager is responsible for multiple construction projects on Joint Base Charleston. This position is responsible for construction projects throughout their entire lifecycle from estimation to closeout. Projects will involve various trades and subcontractors and will vary in size (\$2,500 - \$2,000,000), scope, and complexity. The ideal Project Manager must have a well-rounded construction background, estimating experience, strong problem-solving skills, the ability and excellent people skills.

IEC is a General Contractor based in Kansas City, Missouri that specializes on federal construction contracts. Our mission is to build to a higher standard through a focus on performance, safety, and understanding our clients' mission and needs. We are a growing company looking for motivated, self-starting individuals to join our team! We offer competitive pay and a robust benefits package including: health, dental, and vision insurance, 401k with company contribution, and paid leave.

Candidates must complete an IEC Employment Application to be considered for this position. To complete the application, please visit www.infiniteenergyconstruction.com/careers Resumes without a completed application will not be considered.

Essential Job Functions:

- Manage projects throughout their entire life cycle
- Create and process documentation for projects; to include:
 - Submittal documentation
 - Project Line Item Estimates using RS Means/e4clicks
 - Project Schedules
 - SOWs
 - Subcontractor Agreements
 - Project Progress Reports
 - Change Orders
- Prepare monthly progress billing reports and close out documentation
- Track costs and labor for assigned projects
- Coordinate site logistics
- Conduct Project Negotiations and Project Meetings
- Other duties as assigned

Qualifications:

- High school diploma or equivalent
 - Bachelor's degree in construction management, engineering, or like field preferred



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- 6-8 years of construction project management experience
- 3 years of estimating experience
- 5 years construction experience
- Previous federal construction experience preferred
- Previous experience on IDIQ contracts preferred
- Ability to work on military installations

Knowledge, Skills, and Abilities:

- Knowledge of construction estimating software, strategies and techniques
- Knowledge of the federal construction industry, (IDIQ/JOC/SABER experience is a plus)
- Knowledge of RS Means, e4clicks, and ProCore software is a plus
- Strong computer skills (Word, Excel, Project, E4clicks, Procore)
- Strong oral and written communication skills
- Strong problem solving skills
- Analytical and critical thinking skills
- Strong organizational skills and attention to detail and accuracy
- Effective management, budget, estimating, and planning skills
- Ability to communicate with technical and non-technical individuals
- Ability to create Scopes of Work and Basic Designs to convey to drafting department for their use
- Ability to learn through observation and hands on experience
- Ability to follow verbal and written instructions
- Ability to gather data, compile information, and make reports
- Ability to multi-task, establish priorities, and meet deadlines
- Ability to work on and with a team
- Ability to work and make decisions with minimal supervision

Equal Opportunity Employer

IEC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. IEC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. IEC conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, IEC will act to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.