

Project Manager / Estimator

One Source Construction is a top-notch provider of construction services in SE Wisconsin looking to hire a Senior Project Manager. Our ideal candidate is a driven leader and proactive problem solver with 5+ years of progressively growing responsibility managing commercial construction projects. The ability to collaborate with clients and internal staff to plan, execute, expedite, and facilitate medium to large scale projects is key. As a company, we look to anticipate client needs and assure them through the project.

Responsibilities in the role of Senior Project Manager / Estimator will include:

- Overseeing the estimating department
- Management of design build projects in the \$1-5 million range
- Obtain bids for projects
- Manage all documentation for projects
- Create monthly billings on all projects
- Deliver and pick up governmental approvals
- Assemble project binders
- Update schedules
- Communicate with owners on progress of jobs
- Post electronic copies of work to cloud based file system
- Provide field support including job scope, plans, schedules, sub lists, commissioning lists
- Close out docs and warranties

Position requirements are:

- BS in Construction Management or similar discipline
- 5 to 10 years' experience in project management / estimating
- Strong Math skills
- Experience in commercial construction including retail, office, industrial and hospitality a plus
- Proficient with Windows and Microsoft Office, Word, Excel, PowerPoint, MS Project, and Outlook.

We have created a **family friendly** culture that prides itself on excellence in business and a healthy appreciation for balance in life. Our environment is **fast-paced**, and our team is responsive, goal-oriented, helpful, **fun**, and capable of effectively managing themselves. We offer a competitive compensation and benefits package, and our office is conveniently located in Brookfield.

Resumes can be sent to Patty at pattys@osccinc.com or call 262-784-1010 for more information.