



SHELLBACK

GENERAL CONTRACTING

Location:
Oklahoma City, OK

Position Type:
Full-Time, Exempt

Level/Salary Range:
Commensurate w experience

Travel Required:
Light

Email Submission Process:
Send cover letter and resume in Word or PDF format to carly@shellbackgc.com

Questions?
Email carly@shellbackgc.com

Shellback General Contracting
4401 North Classen Blvd
Suite 200
Oklahoma City, OK 73118

(405) 406-1449

www.shellbackgc.com

PROJECT MANAGER

The Project Manager (PM) is responsible for the overall management direction of multiple construction projects to ensure proper planning, budgeting, scheduling, and controls have been established and are being utilized.

This position reports to the Sr. Project Manager and serves as a direct liaison between Staff, Subcontractors, and Clients to facilitate the completion of projects within constraints of scope, schedule, and budget, while ensuring the highest standards of workmanship and customer service.

KEY RESPONSIBILITIES

Initiates and maintains clear and concise communications with owners and other project contacts, including project inspectors, subcontractors, architects, engineers, and government officials, to facilitate construction activities

Works closely with clients, subcontractors, and other vendors to negotiate favorable terms for job contracts, subcontract agreements, purchase orders, and change orders

Represents company at industry events and proactively develops relationships within the community

Leads and/or assists with estimating potential projects and works closely with project accountants to establish budget and manage financial aspects of active contracts

Provides updates and reporting as needed for work progress, costs, and schedules

Develops project schedule and guides internal and external resource allocation to ensure efficient field operations per construction timelines

Tracks and evaluates the work performance of subcontractors and vendors
Reviews shop drawings, product data, and other project submittals for general conformance with the plans and specifications

Identifies and provides timely notice of changed conditions, prepares change order requests, maintains logs and approvals, and updates budget and as-built drawings as necessary

Generates final punch list and may conduct or facilitate inspections

PREFERRED SKILLS & REQUIREMENTS

EDUCATION ▪ Requires a Bachelor's degree relating to Business and/or Construction

EXPERIENCE ▪ At least 4 years of experience in commercial project management
▪ Experience with providing project and cost control leadership on capital projects ranging from \$200k-10m (or greater)

SOFTWARE ▪ Proficient in Bluebeam and Microsoft Word, Outlook, Project, Excel
▪ RedTeam project management software (preferred but not required)

ATTRIBUTES ▪ Ability to solve problems and work under pressure
▪ Strong attention to detail
▪ Self-motivated and able to handle multiple tasks efficiently
▪ Excellent time management and organizational skills