



# 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](mailto:carly@shellbackgc.com)

**Questions?**  
Email [carly@shellbackgc.com](mailto:carly@shellbackgc.com)

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Oklahoma City, OK 73118

(405) 406-1449

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# SR PROJECT MGR

The Senior Project Manager (SPM) 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 President 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

Relies on experience, company guidelines, and judgment to plan and accomplish goals.  
Handles sensitive and confidential company and client information on a regular basis.

## PREFERRED SKILLS & REQUIREMENTS

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

**EXPERIENCE**     ■ At least 8 years of experience in commercial construction project mgmt  
                           ■ Experience with providing project and cost control leadership on capital projects ranging from \$200k-10m (or greater)

**SOFTWARE**     ■ Proficient use of Bluebeam and Microsoft Word, Outlook, Project, Excel

**ATTRIBUTES**     ■ Must be able to manage multiple tasks and have excellent follow-up skills both internally and externally  
                           ■ Excellent written and verbal communication skills  
                           ■ Honest, personable, and motivated leader and team player  
                           ■ Able to negotiate, solve problems, work under pressure, and meet deadlines