

Exteriors by Highmark is looking for a highly organized, analytical **Project Manager** with a strong passion for and skill in Commercial construction.

**\*\*Starting salary range at \$70,000\*\***

If you enjoy using your project management experience and can foster relationships with general contractors, then this position is for you!

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees.



Come see what it's like to be a part of a Top Workplace!

#### **What Highmark has to Offer You:**

- Flexible Paid Time Off Policy- **Offered to employees to promote work/life balance**
- Advancement and Education Opportunities
- Health Insurance- **company pays 100% of employee-only premium on lowest cost plan**
- Dental Insurance
- Vision Insurance
- 401K
- Paid Holidays
- Profit Sharing Bonus

#### **Summary:**

This individual will plan and supervise a wide range of construction projects from start to finish with an emphasis on exteriors roofing, siding, and windows. They will be the main point of contact between Highmark and the General Contractor. The goal will be to ensure all projects are delivered on time according to requirements and without exceeding budget.

#### **Responsibilities:**

- Determine and manage needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met
- Coordinate a team of subcontractors and job superintendents
- Ensure adherence to all health and safety standards and report issues
- Manage invoices and change orders throughout the job process
- Financial tracking during the job

**Qualifications:**

- Experience with new construction and remodel commercial construction required
- Proven experience as construction project manager (5+ years is a plus)
- Expert knowledge of construction procedures and material and project management principles
- Proficient in Construction Programs, BuilderTrend, Procore, and PlanGrid, as well as additional Project Management tools
- Familiarity with quality and health and safety standards
- Proficient in Microsoft Office
- Experience with Estimating is a plus (2+ years)
- Bilingual Spanish and English a plus