



**GREENFIRE**  
BUILDERS OF THE FUTURE

## **Project Manager Summary**

**Greenfire Management Services, LLC (GMS)**, was recently named one of the Southeastern Wisconsin's fastest growing firms. We are a Construction Management firm located in Wausau, Wisconsin. Founded in 2010, **Greenfire** is a wholly-owned company of the Potawatomi Business Development Corporation, the investment arm of the Forest County Potawatomi Community, and as such, maintains minority contractor status. We offer our employees a competitive benefit package, 401(k).

**Greenfire Management Services, LLC** is currently recruiting for a Project Manager. The Project Manager is an integral part of the team, and is responsible for successfully managing projects that will return the required profit to the company. They are also responsible for the overall management of projects from pre-construction to the final acceptance and payment with sales and estimating responsibilities.

## **Duties & Responsibilities:**

### **Sales & Estimating Duties:**

- Actively seeks new opportunities for work.
- Maintains a regular list of contacts for possible future work.
- Completes assigned tasks to support sales efforts.
- Participates in interview and RFP process for new work.
- Assists estimating with bidding for future assigned projects.
- Develops a thorough understanding of the details of the project.
- Contacts subcontractors to solicit interest in project being bid.
- Reviews final plans and estimates with estimator prior to submission.

### **Project Administration Duties:**

- Responsible for the timely and accurate completion of all required monthly project manager review reports and profitable on-time completion of the project.
- Creates, reviews, negotiates, and works with the project team to process the meeting minutes, Owner Change Orders, and requests for information.
- Performs project closeout walk throughs with the Owner and Architect, collects all required closeout information and verifies all project punch list items are complete.
- Performs customer relation duties such as: 6-month project completion check with Owner and 11-month warranty walk through for any outstanding issues.

### **Education:**

- Requires a BS in a related field, construction management, engineering, etc. or 10 years of experience in the construction industry.
- The mental capacity for spatial comprehension is mandatory. The language is English in speech. Must have the ability to be able to read and understand contract documents.



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**Education - continued:**

- Physical requirements include sitting, standing and walking. The sitting includes PC efforts, meetings, reviewing drawings and calculator functions. The standing required is both inside a building and on field inspections. The walking includes inside the office and on job sites. This position requires manual dexterity of the hands and the normal bending and twisting associated with desk operations.
- Requires the ability to guide, direct and coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the company's interests in mind.
- Must be able to pass background check and pre-employment drug tests and comply with company drug policies.
- Must hold a valid license to operate a motor vehicle in the state of Wisconsin.
- If operating a personal vehicle, must maintain insurance as required by GMS.

**Working Conditions:**

- Work will be split between a climate controlled office environment and the outside.
- Occasionally meetings with clients, prospective clients, vendors, etc. may occur off site, which will require driving in any and all types of weather.
- Normal work hours range from eight to ten hours per day, five days per week.
- Occasionally, early morning, after hours, and weekend commitments may be necessary.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.