

SAS Executive Project Manager

Floorz is looking for an Executive Project Manager to join our Strategic Account Services division to oversee commercial flooring projects in our Denver office. In this role you will be responsible for managing all aspects of the building process from start to finish to ensure projects are executed efficiently, on-time and on-budget.

WHO WE ARE:

Floorz is Denver's premier commercial flooring contractor. With over 20 years of leading the pack in delivering true end to end solutions for our clients, there is no project that is too large or complex for our team.

We provide competitive compensation based on experience and benefits including, but not limited to:

- health, vision, dental and life insurance
- Paid Time Off starting at 3 weeks, 8 paid holidays
- 401(k) or Roth savings plans with company match.

We believe that finding, investing in, and facilitating in the growth of the right people, is the key to our success as an organization.

Floorz is an EEO Employer.

WHO YOU ARE:

The ideal candidate for this role will have a background in Commercial General Construction as an Assistant /Junior level Project Manager or Project Engineer with a desire to grow and take on more responsibility in a specialty field. However, we are open to training constructability to the right candidate who can demonstrate a proven ability to meet most of the below qualifications:

- Strong financial acumen and prowess.
- Strong ability to forecast future projects.
- Proven experience in invoicing and budget management.
- Excellent communication and negotiation skills
- Team oriented with strong sense of leadership.
- Strong organizational and critical thinking skills.
- Proficient with a computer.
- Familiarity with quality, health, and safety standards is a plus.

WHAT YOU'LL DO:

- Executive Project Manager (90-100K + Bonus)
 - o Assess project requirements, work through budget constraints, identify solutions to manage project to successful completion
 - o Manage project hand-off with appropriate team.

- Contract review.
- Tailor job specific safety plan.
- Tailor and present IWP's/JHA's/AHA's.
- Setup SOV for optimal billing over life of project.
- Manage lead vs. project schedule
- Vet and select subs for projects w/ assigned superintendent.
- Negotiate rates for Subcontractor WO's, T&M Work.
- Manage OCIP enrollment.
- Manage documentation for installation.
- Manage, approve, and submit invoices.
- Manage material pick tickets.
- Manage support staff.
- Manage project RFI's, ASI's, CCD's etc.
- Understanding of installation system analysis and warranty.
- Responsible for all aspects of assigned project finances.
- Manage project close-out.