

Commercial Project Manager

Asa Carlton, Inc., a commercial construction company headquartered in Buford, Georgia, has an immediate opening for a Project Manager with initial responsibilities assisting with the day-to-day operations for a big-box retail client. We are seeking candidates with experience in “Big-Box” retail renovations and interior build-outs, C-Store/Petroleum experience, Restaurant/Quick Service/Casual Dining experience and/or banking with high-end finishes experience.

Asa Carlton, Inc. began operations in 2003 as a commercial construction firm specializing in retail, hospitality, office, and healthcare interiors nationwide. Today, the company continues to grow rapidly into one of the most respected and widely used performance-based interior contractors on a national level. Asa Carlton Inc.’s services, in addition to General Contracting, include performing many of the critical path interior scopes of work such as drywall, flooring, and fixtures with our own forces – allowing us to more closely control the schedule and quality of each project. We maintain licenses in most states – and Puerto Rico. From smaller retail rollouts, resets, attractions, and merchandising projects to multi-site programs, complete renovations, conversions, and new construction, Asa Carlton’s focus is always on the customer’s complete satisfaction with zero disruption to their end user.

General Description:

The main focus of the Project Manager role is to successfully manage and oversee execution of assigned projects. You will be responsible for ensuring that all contracted work is executed in accordance with the company’s policies, including contract documents, budget, schedule, safety, quality control and customer satisfaction. You will also be responsible for managing all subcontractors / suppliers on each project. This position leads and manages a high-performance team, enhances operational effectiveness and contributes to the growth of our business.

Responsibilities

- Coordinating and managing multiple projects at any one time while estimating future job opportunities
- Effectively communicate with the Owner, Architect, subcontractor and vendors.
- Oversee both direct employees, contractors, suppliers to ensure all projects are completed to plan.
- Maintaining good relationships with all sub-contractors, staff, owner’s representatives, and local code authorities.
- Create and oversee a project budget, schedule and ensure milestones are met, ensuring quality control is adhered to, safety standards are maintained.
- Oversee RFI’s, change submittals, and negotiate sub-contractor change orders.
- Manage oversee Site Superintendents.
- Manage project punch list, hand off and project close-out.

Qualifications

- A minimum of five years commercial construction Project Management experience. Documented and demonstrated experience in managing multiple commercial projects at one time.
- A Bachelor’s degree in Construction Management, Engineering or related degree preferred, but equivalent work experience will also be considered
- Proficient in Microsoft Office Suite and heavy emphasis on Excel
- Experience with Sage accounting software a plus
- Experience with on-screen takeoffs such as Blue Beam Revu, PlanSwift, etc.
- Ability to learn client online portals and navigate with ease
- Exceptional communication skills.
- Proficiency with industry practices, processes and standards
- This is a Corporate Office position with minimal travel

Asa Carlton, Inc. provides an outstanding array of employee benefits, designed with our employees and their families in mind. Asa Carlton is a Drug-Free Workplace and is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Interested, qualified candidates email their current resume, cover letter and salary expectations to: bburns@asacarlton.com .

Please visit our website at www.asacarlton.com .