



**IRWIN &  
LEIGHTON**  
COMMERCIAL BUILDERS

### **Construction Project Manager**

Leading CM/GC has immediate opening for qualified Project Manager w/ experience in commercial projects to join our growing team. Qualified candidates should have BS degree in Construction Management. He/she should have an understanding of the principle and methods of the construction industry. Basic responsibilities include managing projects, contract administration, permit submission, design evaluations, change order processing, subcontractor coordination, cost control, quality control, safety, and customer relations. Individual will need to develop an understanding of project scope and client's vision. Individual will be asked to collaborate between client, architect, subcontractors and home office effectively and courteously. Excellent salary/benefit package. Employee Owned Company, opportunity for growth/ownership. Reply by e-mail only w/ resume & salary requirements to Irwin & Leighton, Inc., at [info@irwinleighton.com](mailto:info@irwinleighton.com)  
EOE/AA-M/F/D/V

#### **Experience required:**

- ° Minimum of 5 years commercial and/or institutional construction project management
- ° OSHA 30 Hour
- ° Knowledge of all aspects of construction
- ° Excellent organization and verbal/written communication skills
- ° Ability to recognize and meet deadlines
- ° Supervisory and management skills
- ° Computers and scheduling. (Familiar with BOX, Plangrid, Prolog or other construction software a plus).

#### **Employment Type: Full-Time Benefits Offered:**

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K
- Life Insurance

Irwin & Leighton is a full service provider of general contracting and construction management services. Since its founding in 1909, I&L has provided quality construction services and has established a standard for performance with integrity that is the foundation of the company's relationships with customers, architects and engineers, subcontractors and employees. A tradition of accomplishment and a spirit of commitment drive the firm's operations into the future.