



MIKE'S FLOORING COMPANIES

2018

Title: Project Manager/Field Supervisor

Location: Ft. Lauderdale, FL

We're looking for TWO seasoned project managers who know New Construction, is comfortable scheduling, managing jobsites and multi-tasking. The right candidate will be versed in project management software (Procore, Dropbox, Gantt Charts, etc.), be computer oriented and understand the critical path method of running a project.

Role Description

The Project Manager will take on management of key client projects with the goal of delivering every project on time, within budget and within scope.

Responsibilities

- Coordinate with sales, warehouse and operations for the flawless execution of projects
- Ensure that all materials have been ordered and will arrive on time to avoid delay in project schedule
- Ensure resource availability and allocation; find subcontractors to do the work and discuss pay/expectations
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs
- Communicate effectively with job superintendents, project managers, and team members
- Work cooperatively to resolve problems and make decisions to improve effectiveness of projects
- Establish and maintain relationships with third parties and vendors
- Assess projects/perform risk management to minimize problems
- Report and escalate to sales or management as needed
- Ensure that all projects are delivered on time, within scope and within budget
- Create and maintain all internal paperwork pertaining to each project

**Qualifications**

- Minimum 4 years project management/superintendent experience
- Must have experience in flooring/construction industry, including installation
- Ability to read blueprints
- Ability to multi-task and work under pressure
- Strong communication skills; both written & verbal
- Ability to travel locally to job sites; Must have valid driver's license and transportation
- Ability to exercise good judgment
- Must be a good problem solver and able to manage multiple subcontractors
- Solid organizational skills including attention to detail

MFC offers a generous benefits package including:

- 401(k) plan with company match
- Health, Dental and Vision Insurance
- Life Insurance and Short Term Disability coverage paid 100% for employee
- Flexible Spending Accounts
- Paid Vacation, Paid Sick and Holidays

Email resume to: jrojas@mikesfloorco.com