



15341 Ne 90th ST Suite S Redmond WA 98052
206.365.4440 | www.avaraconstruction.com

We are looking for an exceptional **Project Manager**

We are:

- Forward-thinking entrepreneurs, changing the way the world is built.
- Focused on our people, our clients, and performing at our peak.
- Seeking the most efficient, transparent, and productive ways of getting things done.
- Looking for the best and brightest to join us.
- Ready to help you be ultra-successful.
- Work our butts off, and we have a good time doing it.
- We collectively earn more money than any other group, because we're the best at what we do.

We are a growing Kirkland-based General Contractor specializing in Commercial Construction.

We are a fast-paced, tight-knit group, with a distinct focus on growth and creating opportunities for our teams. Our work is primarily in the Seattle and Bellevue/Eastside markets and much of this position's functions will occur outside of the office.

The position will be a cradle-to-grave PM position, meaning you would be responsible for managing all phases of the construction process from project inception to closeout. A training process to become familiar with our estimating assumptions, RFP process, buy-out process, project management tools, client protocol, and closeout and warranty programs will be provided.

We hire the best and the brightest. They join the most effective teams. We equip our teams so that they perform at their peak. We provide the highest quality of workmanship and management so that we can celebrate successes with our clients, our partners, and our team. Everyone wins.

BUSINESS AND RELATIONSHIP DEVELOPMENT (INTERNAL/EXTERNAL)

Company Leadership:

- Your role includes the expectation to be an active member of the leadership team and a leader in our organization. You are expected to be involved and engaged in the decisions around growth and direction of our organization.
- Input in Scalability of our business development, operational, production, and customer service process. Ongoing input to our production manual and our strategic efforts.

Business Development:

- Business development, networking, and relationship building
 - Maintain and enhance current network in order to leverage relationships to secure profitable projects
 - Assist Owners and Architects throughout the Design-Development phases

BUILDING (CONSTRUCTION PROCESS)

- **Manage estimating process:**



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- Perform full take off, budget pricing, procuring subcontractor bids, compiling proposal, assess proposal against current market rates, submit proposal to owner
- Negotiations and Repricing as requested by our clients.

- **Execution** of the construction management process: preconstruction through project closeout, with an emphasis on budget and cost control
 - Creation of Project Schedule
 - Subcontractor and Vendor Buy-Out
 - Scope Creation for any uncovered scopes
 - Create and Process Owner Pay Applications
 - Manage Field Supervision

- **Project Management:** compose project plan, build schedule, execute buyout, manage construction by coordinating self-perform and subcontractors' work, conduct OAC meetings, update schedule throughout project, prepare and ensure accuracy of monthly billings, complete project close-out process
 - Risk Analysis and Risk Mitigation
- Ability to manage multiple projects concurrently
- Comprehensive knowledge and experience with AIA contract policies and procedures
- Developing and executing safety and quality control procedures
- Accomplishing operational objectives by preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; and implementing changes.
- Meeting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Enhancing department and organizational reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

COMPANY CULTURE

- Exemplary customer service – consistently exceed expectations of customers
- Sound decision making and judgement calls
- Taking initiative
- High level of integrity, confidentiality, and accountability
- A desire to constantly improve self, company, and those within
- Work with a high level of autonomy

Competitive Salary

Top-Tier Medical/Dental/Vision

Bonus Compensation Available

Vested or Buy-In Ownership Available

Company Phone or Phone Allowance

Mileage Reimbursement or Company Vehicle



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Please visit www.AvaraConstruction.com to see more information on our company and the overall standards that we expect from all members of our team.