



US CEILING CORP

Empowering lives where we live and work

US Ceiling Corp, an EEO employer, celebrates diversity and is committed to creating an inclusive and equitable work environment. **Are you someone who's organized, with a strong attention to detail and excellent verbal and written communication skills? Do you thrive in a changing environment and are committed to accuracy and building relationships? If so, we invite to you apply for a **PROJECT MANAGER** role:**

- Evaluate employee and subcontractor field performance [coordinated effort with executive VP of operations].
- Work with director of finance and office staff for necessary project reporting requirements.
- Verify subcontractor performance, quality and invoicing.
- Manage RFI submittals.
- Create and process change-order estimates as needed.
- Oversee project close-out procedures.
- Attend project and coordination meetings as needed, including project kick-off and descope(s).
- Knowledge of sequencing work and strategies for effective scheduling.
- Proactively identify issues and use creative problem solving.
- Process and/or assist with submittals for respective projects.
- Create a schedule of values [coordinated effort with estimators].
- Set up project budgets.
- Procure monthly billing and invoices.
- Oversee special materials ordering [e.g., specialty ceiling products; FRP/wall protection; expansion joints, etc.].
- Perform foreman responsibilities as needed, including:
 - Scheduling workforce
 - Ordering materials
 - Daily review of work with onsite staff
 - Assisting with installations
 - Equipment operator
- Assist with project manager training.
- Assist other project managers as workload/capacity requires it.
- Estimating support duties on an as-needed basis to include:
 - Estimate change orders and added work scopes during projects.
 - Collect plans, specifications and bid documents as needed.
 - Collect necessary information/RFIs for bidding as needed.
 - Assist estimators as workload/capacity requires it.

Please submit your resume to Human Resource Specialist Chelsey Hanfland:
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