



# 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.





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**Compensation:** Commensurate with experience,

A company credit card will be provided.

Company cell phone and computers (desktop and laptop) will be provided.

**Benefits:**

- Health, dental, vision, \$10,000 life insurance (out-of-pocket expenses and co-pays remain employee's responsibility);
- Company apparel and \$100 voucher toward new work boots annually ;
- 401(k) program with 4% employer match when eligible at one-year anniversary from hire date;
- PTO:
  - 10 paid vacation days annually;
  - 6 paid holidays as detailed in our company handbook;
  - 40 hours paid sick days to be accrued one hour for every 30 hours worked, but not to exceed 40 hours annually.

