



Kingery Construction Co has been in business since 1924. We are a well established construction company with a well respected reputation in the construction industry. We are looking for an individual that will deliver superior customer service with successful experience in the commercial construction industry.

### **Responsibilities**

- Responsible for the construction project delivery, working with others and achieving a successful outcome of the projects.
- Good communication skills, as you will be in constant communication, both written and verbal, with owners, architects, subcontractors and fellow employees.
- Develop estimates and bids accurately.
- Work well under pressure.
- Monitor all costs on the project to insure accuracy and staying within budget.
- Forecast project costs and make adjustments to insure job stays within budget.
- Process pay requests.
- Attend and lead project meeting. Prepare and record meeting minutes.
- Resolve conflicts as it related to the personnel and construction documents.
- Review construction documents and identify possible issues and resolutions before they come up.
- Promote a safe working environment.
- Develop and nurture long-term relationships with clients and subcontractors.

### **Qualifications**

- Bachelor's Degree in a construction related field.
- 3-20 years experience in commercial construction management.
- Able to work with the Design-Bid-Build, Construction Management or Design-Build processes.
- Must be detailed oriented and a self-starter.
- Must have strong communication and analytical skills.
- Work well with other people.
- Kingery Construction is locally owned and is looking to grow our team. We are looking for an individual that wants to be successful and grow with our company.

### **Benefits**

- Provided health insurance
- Paid holidays
- Paid vacation
- Matching 401k

Job Type: Full-time