

Architectural Products Project Manager

Location:	Overland Park, KS
Website:	www.fsikc.com
Employment Type:	Full time
Contact:	Ryan Elder, Business Manager
Email:	ryan@fsikc.com
Application Closing Date:	Open until position filled
Application Response Requirements:	Resume, Cover Letter and Personality Assessment

Facility Systems, Inc. is currently seeking an experienced Project Manager for our Architectural Products Division. Products that we furnish, and install include window treatments, demountable partitions, sound masking, acoustic panels, living walls, architectural ceilings/glass and signage/graphics. We are looking for a dynamic, team-oriented professional who thrives on the challenges associated with working in the A/E/C industry.

Facility Systems, Inc. (FSI) is a family-owned, facility management design, construction and technology firm located in Overland Park, KS. Our core services include space planning, commercial interior design, furniture specification, AutoCAD documentation, facility management support and construction management consulting. Founded in 1985, FSI has been providing these services to companies in the greater Kansas City area and across the Country. Our architectural division was started in 2014 and has been steadily growing in both revenue and the solutions we offer.

The ideal candidate is experienced with the construction industry, computer programs and project management, estimating processes. They should be independent but able to work in a team atmosphere as well. This individual will be integral to the process of growing this division in both revenue and scope for years to come. The Project Manager should be personable and able to communicate with a variety of people on many different levels of the project, from client to laborer.

Primary Responsibilities:

1. Assist in estimating, proposal review and coordination with bid documents.
2. Attend and participate in Project Meetings.
3. Manage the submittal and shop Drawing Process while considering overall project schedule.
4. Work with others in the firm on field verification, regular jobsite visits and installation inspections.
5. Coordinate and process Project Administration paperwork; Including Change Order processing and Payment Requisitions (ie: AIA G702/&03) to General Contractors.
6. Collaborate with various General Contractors and their respective project subcontractors to make sure projects are on time and within budget.
7. Perform quantitative take-offs to verify estimates, order materials and price change orders.
8. Organize, coordinate, and schedule both deliveries and installations with our Installation Manager.
9. Lead Punch List activity, rectification, and project close out (including packaging of General Contractor's requirements for Close-Out Documents).
10. Develop and strengthen working relationships with vendors, general contractors, warehouse, and installation sub-contractors.

Minimum Qualifications:

1. Associate or bachelor's degree in a Construction related field or equivalent field experience.
2. Minimum 3 – 5 years of commercial construction experience managing specialty scopes.
3. Strong conceptual estimating ability
4. Applicable mathematical skills
5. A clear understanding of how to read and understand construction specifications and drawings.
6. Proven ability to fulfill all responsibilities for multiple, complex projects.
7. Detail oriented, sufficient to organize and manage multiple project tasks.
8. Possess basic understanding of construction law and generally accepted business practices.
9. Microsoft Office, project, and pertinent web application skills at an intermediate level; experience with BlueBeam, BidBoard, ProCore and other bidding websites.
10. Proven positive and professional attitude, and strong customer service skills.
11. Ability to interpret and communicate company policies.
12. Excellent time management and organizational skills with the ability to meet tight deadlines.
13. Strong teamwork orientation, initiative, communication, problem-solving, and leadership skills
14. Current driver's license

Compensation/Benefits:

Salary will be based on experience. FSI offers an industry-competitive compensation package including paid vacation, sick and holiday pay. Health, dental, vision and life insurance as well as a 401k plan are all offered.