



Badding Construction
814 W 9th Street
Carroll, IA 51401
www.baddingconstruction.com/join-team/

Badding Construction is a full service commercial General Contractor based in Carroll, Iowa. Our employees are known for their extraordinary attention to detail and exceeding customer expectations. We take great pride in being a third-generation, family-owned company for over 70 years with a business foundation built on quality, reliability and experience.

If you're ready to start your career with an organization that offers personal and professional development through a wide variety of challenging and rewarding career opportunities, then we want you!

Project Manager

Job Duties:

- Estimate and bid on new projects diligently and accurately.
- Oversee the construction process.
- Provide project management including plan reading, project scheduling, coordination of subcontractors and suppliers and ensure customer satisfaction with the final project.
- Confirm that project information is reviewed and documented on a consistent basis including subcontracts, purchase orders and approval of payable statements.
- Document project changes and correspondence through submittals, change orders, email and mail correspondence.
- Assist on-site superintendents in communicating safety requirements and project changes quickly and correctly.
- Monitor delivery of materials to the job sites and ensure that the complete material procurement process is being continually expedited.
- Communicate long-term schedule to subcontractors and suppliers.
- Ensure profit objectives are met by ensuring schedules and budgets are achieved.
- Perform other related duties as assigned.

What We're Looking For:

- Strong level of customer service skills including verbal and written communication.
- Detail-oriented and organized with the initiative to solve problems.

- Self-motivated with the flexibility to balance competing needs.
- Ability to maintain customer confidentiality.

Preferred Qualifications:

- Bachelor's degree in construction management/related degree, associate's degree in construction management or equivalent field experience.
- At least 3-5 years' experience in the construction field, preferably in a management role.
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Proficient in computer software including Microsoft Word, Excel, Project, and Outlook.
- Experience with Sage Accounting and Procore Project Management software is a plus but will train the right candidate.

Benefits:

At Badding Construction, we attribute our success to the investment and retention of our invaluable employees by offering a comprehensive benefits package which includes:

- Competitive salary based on experience
- Generous health and dental insurance benefits
- Paid holidays
- Paid time off
- Life insurance
- Short-term & long-term disability
- 401K retirement plan
- Direct payroll deposit
- Company vehicle