



Job Posting for Project Manager/Estimator

Meridian Construction is an established and growing Commercial Building General Contractor in the Spokane, WA area seeking a full-time, professional, experienced Project Manager/Estimator to join our team.

Job Overview & Expectations: This position will be two-fold. Responsibilities will include full charge management of projects ranging from \$100,000 to \$10,000,000 from estimating through construction and completion. Overall expectations for this position include: maximizing revenue and profitability of each project, meeting and exceeding project schedule dates and milestones, developing new client relationships via networking and other work, and consistent improvement and input of companywide systems, policies and procedures.

Specific job duties include: managing project paperwork system; documentation; estimating; procurement; contracts; correspondence; reports; budgets; cost reports; managing field superintendents and crews; creating and managing schedules; quality control; customer communications; contract management and conformance; shop drawings and change orders. Position also includes estimating; preparing and submitting bids; preparing budgets and construction schedules; relationship building with existing and potential clients, subcontractors and suppliers; and networking within the community.

The ideal candidate will be driven, adaptable, pro-active, and accountable with excellent decision making skills and a positive attitude. You must be a team player, great communicator and listener, and also have the ability to be self-reliant and work independently.

Working Conditions/Physical Demands: Work is mostly in the office, but will require out of office site and client visits and meetings. Our office is open 7am-5pm, Monday through Thursday and 7am-noon on Fridays.

Minimum Qualifications:

- 5-10 years of successful construction experience with a general contractor or subcontractor
- Experience estimating building construction projects
- Experience supervising and mentoring employees
- Computer proficient in MS Office (Outlook, Excel, Word, Project) and Windows
- Able to pass a drug test
- Possess a valid Washington State Drivers License and dependable transportation to visit project sites

Preferred Qualifications:

- Computer experience with Prolog, Bluebeam Revu, SureTrack, MS Power Point and Web based applications



- Four year college degree

Salary and Benefits: Salary is competitive and dependent on experience, includes benefits package (medical, dental, 401K), paid holidays and vacation.

If you meet all the qualifications and are interested, please send your cover letter, resume, and three professional references to hr@meridianco.com. Thank you.