



Construction Resources, Inc.

Education Required:

- B.S. in Civil Engineering, Construction Management or related field
- Will consider related work experiences

Experience Required: 5-15 years

Computer Skills Required:

- Microsoft Office Suite
- Email
- Internet
- Construction Software Database(Heavy Job)
- Construction scheduling software (Primavira or Microsoft Projects)

Primary Responsibilities:

- Monitor job mobilization; good technical knowledge of construction process; evaluate construction process
- Gather, analyze, and interpret information on all items necessary for project execution and completion
- Develop and maintain project budget; project cost forecast; labor management maintenance and control; project cost control; monitor all expenditure with superintendent; analyze cost reports and take appropriate action; ensure accuracy of reporting; approve and prepare all changes and associated costs; establish Schedule of Values for monthly billing

**Reytec Construction-Houston
Project Manager**

- Complete understanding of contracts and application; develop and prepare subcontracts, purchase orders, and change orders; ensure all contract requirements are maintained throughout the project
- Responsible for all documentation on project
- Manage financial aspects of contract to protect company's interest and simultaneously maintain good relationship with client
- Control and facilitate all project meetings
- Responsible for successful project closeouts, including contract requirements and punch lists
- Listen to, understand and effectively respond to customer needs and concerns
- Establish rapport and communicate with clients and company management
- Resolve issues and problems which pertain to cost or budget changes as the contract specifies

**If you are interested please contact
Margarita Flores @
Mflores@reytec.net or at (713) 600-
3006.**