



1772 Double Q Road, Green Bay, WI 54311  
920-393-3795  
absoluteconcretellc.com

**Job Title: Project Manager**

**Location: Green Bay, WI**

### **About Us:**

At Absolute Concrete our team is the core of our success. Each member brings a wealth of experience, unparalleled skill, and a dedication to excellence that sets us apart in the industry. Our legacy is concrete, the cornerstone of all buildings. We create amazing structures from raw material in an intense window of opportunity that will last generations.

### **Project Manager Green Bay, Appleton, and Milwaukee area**

We are seeking a skilled and experienced Project Manager to join our team! We are in Green Bay and work throughout the entire state of Wisconsin. A successful manager will provide overall management direction on project(s). Establish project objectives through planning and budgets, serve as the primary point of contact with the client, and monitor construction and financial activities in collaboration with the Project Team. As well as being responsible for the financial and safety results of the project.

### **Essential Responsibilities**

- Responsible for Pre-Construction Duties
- Coordinates Job Transition and Start-up Process
- Generates customer proposals and preliminary schedules
- Manages the Construction Process
- Creates and Manages Change Orders/Costs after understanding customer expectations.
- Ensures Costs/Materials align with the project budget
- Oversees the Work of Direct Reports
- Identifies and quantifies all necessary concrete scope items and collaborates in developing an overall strategy for a project.
- Collaborates with other leads and operational support members to develop an accurate project plan
- Generates and knows correct and timely project information
- Communicates information, solutions, and opportunities to the entire team when necessary
- Maintains Client Relationship
- Manages Project Safety and Risk Management Processes
- Ability to produce detailed and accurate estimates for potential projects
- Additional duties as assigned

### **Qualifications**

- Bachelor's degree in project management, construction management, or engineering and 4 years of experience, or 8 years of construction related experience and/or training; or equivalent combination of education and experience
- Proven experience in project management and estimating for a large scale Self-Perform GC or Concrete Contractor
- Proven experience working on large-scale projects
- Solid understanding of construction drawings, specifications, and project requirements
- Excellent leadership and interpersonal skills with ability to communicate and present (oral and written) complex issues internally and externally to management, clients, subcontractors and other third parties
- Ability to motivate, lead, gain consensus and organize team members to analyze project execution related issues, identify needs, recommend solutions, and implement appropriate actions for overall project success
- Demonstrate ability to plan, organize, and prioritize work in a fast-paced environment



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- Knowledge of construction principles/practices required
- Knowledge of Microsoft programs, including Word, Excel, Outlook
- Knowledge of Construction management and takeoff software such as Bluebeam, Procore, ProEst, or equivalent
- A valid driver's license is required

#### **Benefits**

- Competitive Wages
- Health, dental, and vision insurance effective immediately on first day
- 401(k) with 3% company match
- Employee discounts
- Professional Development for training, certifications and career advancement
- Work-Life Balance
- Flexible Schedule (M-F flexible hours between 7am - 5pm)

If you're a top-quality, hardworking and passionate person, apply today by submitting your cover letter and resume to [HR@absoluteconcretellc.com](mailto:HR@absoluteconcretellc.com).

Absolute Concrete LLC is dedicated to fostering workplace diversity and promoting equal opportunity employment. We welcome and consider all applicants without discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected characteristics. As an Equal Opportunity and Affirmative Action employer, we are committed to creating an inclusive environment where everyone can thrive.