

The PENTA Building Group is seeking a Project Manager to join our team in **Phoenix, Arizona**.

As an employee focused company, PENTA offers a unique culture that is comfortable and fun to work in. In addition to the health and welfare benefits, we offer company sponsored events for employees and extensive training and development programs to help employees pursue their career goals.

The ideal candidate for this role must have 3-5 years of relevant experience and a bachelor's degree in a related field. To perform this role successfully, the ideal candidate will:

- Understand OSHA requirements & the company's safety policies and procedures
- Work as a team with Superintendent and Safety Manager to ensure safety program is supported
- Develop and tailor project specific responsibilities for project team
- Set guidelines & procedures and ensures operational compliance
- Operate as the main point of contact with Owner and develop a strong professional relationship
- Conduct Annual Performance Reviews for Project Engineers and Contract Administrators
- Set up and run OAC meetings and project team meetings
- Actively mentor Project Engineers
- Analyze and negotiate contract scope of work
- Consolidate the contract estimate into the budget. Develop the schedule of values and cost reports
- Continually reviews and update project budget
- Identify scope changes that constitute Subcontractor Change Orders and Prime Contract Change Orders
- Works with General Superintendent to manage and coordinate project schedules
- Manages, coordinates, and/or resolve changes or RFI's within a timely manner
- Understand insurance requirements like Builders Risk and CCIP
- Work with Contract Admin in compiling the monthly Pay Application using standard AIA format
- Performs all other duties as assigned that may not be listed here

Benefits:

- Sick Pay
- Medical/Dental/Vision
- Paid vacation
- Incentive compensation
- Team Events
- Wellness Program
- Employer paid Dependent Care benefit
- Volunteer opportunities

The PENTA Building Group is a nationally recognized general contractor with offices in Las Vegas, Phoenix, Los Angeles, and Palm Springs. As a general contractor, construction manager and concrete subcontractor, the company partners with every member of the development, design, and construction team to build a variety of projects ranging in size and scope. The success and experience of PENTA spans a wide variety of market segments including hospitality/entertainment, gaming, education, healthcare, Native American, retail/tenant improvements, commercial, industrial, public works, mining, and parking structures. PENTA is ranked annually among the top 400 national general contracting firms by Engineering News Record and is the recipient of countless project awards.

Please send resumes to [jnyeche@pentabldggroup.com](mailto:jnyeche@pentabldggroup.com)

**Jenny Nyeche | Recruiting Administrator**

The PENTA Building Group

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