

# PRECON MANAGER JOB DESCRIPTION

## **Preconstruction Project Manager at KGM Builders**

### **Company Overview**

KGM Builders is a leading provider of construction services specializing in commercial, industrial, office, retail and religious projects. We focus on delivering quality projects with integrity and a commitment to safety. With a dedication to **community** and **collaborative teamwork**, we've built a reputation for building strong, lasting relationships with our clients and subcontractors. At KGM, we pride ourselves on offering a supportive environment where employees can grow, thrive, and develop their leadership potential.

### **Position Overview**

We are looking for a highly motivated **Preconstruction Project Manager** to join our team. This role will primarily focus on project coordination, managing subcontractor relationships, and fostering effective client communication throughout the preconstruction phase. You will be responsible for facilitating a smooth hand-off from pricing to contract, ensuring strong subcontractor engagement, and maintaining excellent client relations.

You will collaborate with internal project teams, including the Project Manager, to ensure the timely and successful

completion of projects, all while leveraging your existing **client relationships** to bring immediate value to the role.

## **Key Responsibilities**

- **Project Coordination:** Develop and manage project schedules, ensuring timely completion of all preconstruction activities.
- **Subcontractor Relationship Management:** Oversee subcontractor selection, vetting, and engagement to ensure compliance with bid scopes. Maintain positive working relationships with subcontractors and suppliers.
- **Client Relations:** Use your **existing relationships with clients** to ensure their needs are understood and met during preconstruction. Act as the primary point of contact for client inquiries and updates.
- **Bid Solicitation and Scope Development:** Manage bid solicitation, ensuring comprehensive scope development and selection of the right subcontractors for the project.
- **Team Collaboration:** Work closely with project teams, consultants, and subcontractors to coordinate project efforts and resolve any issues that arise.

- **Financial and Risk Management:** Assist with project budgeting and financial oversight. Identify and mitigate any potential risks in the preconstruction phase.
- **Safety and Quality Assurance:** Ensure that all projects adhere to KGM Builders safety and quality standards, promoting a culture of safety across all project teams.

### **Preferred Skills and Experience**

- 3+ years of experience as an **Assistant Project Manager** or similar role, with a focus on **subcontractor management, client coordination,** and **preconstruction.**
  - Solid experience in developing relationships with **subcontractors** and **clients.**
  - Proficiency in project management software such as **ProCore, Bluebeam, Stack, Microsoft Project, Word** and **Excel.**
  - Strong leadership, communication, and organizational skills, with the ability to manage multiple projects simultaneously.
  - Proven experience in managing **project financials, risk management,** and **budgeting.**
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## Why Choose This Role?

This is a new position that offers the right candidate an exciting opportunity to grow with KGM Builders. The Preconstruction Project Manager will focus on **project coordination** and **subcontractor relationship management**, with the added benefit of leveraging your **existing client relationships**. If you're looking to take your career to the next level by coordinating the successful delivery of large-scale projects while maintaining strong professional relationships, this role would be a perfect fit. You'll be working in a collaborative, fast-paced environment where your organizational skills and industry knowledge will be highly valued.