



J.A. Jennings, Inc. is a mid-size full-service construction company based in Manhattan providing a personalized, partnering and merit-based approach to the building process.

We are currently seeking highly motivated and experienced professionals:

Project Manager

We are seeking an individual that is responsible for leading commercial construction projects from inception through customer move-in.

Duties:

- Use outstanding interpersonal, communication and customer-relations skills in developing and maintaining long-term relationships with clients, architects, engineers and subcontractors.
- Job planning, job set up, project close out, review and understand plans and specifications, create and update CPM schedule monthly using MS Project, maintain project logs (RFI's Submittals, PCO's) prepare monthly owner billings
- Run the owner/contractor weekly job meeting including timely follow up and distribution of minutes.
- Work with and assist the superintendent in addressing issues, problem solving, reviewing the schedule and job cost forecast.
- Review with the Project Executive on a bi-weekly job status, logs and job cost analysis using reports and information from Timberline.

Skills/Qualifications

- Bachelor's degree with eight or more years of construction experience and a track record of successful project completions and high customer client satisfaction.
- Excellent organizational, communication (both written and spoken) and leadership skills are essential.
- Must be able to work both at a 'detail' level and think strategically while managing customer relationships.
- Solid computer skills in Excel and MS Word, including the proficient use of the following software: scheduling (MS Project).
- Experience with Mid-Rise Construction, Underpinning, Shoring, Foundations.

Construction Field Superintendent

We are seeking an individual with 10 years of field experience that can work independently. Candidate will be responsible for coordinating drawings, specifications, sequence of operations, project labor and schedule while controlling job costs. This person will help oversee ongoing project and provide field support to our team.

Skills/ Qualifications



- Coordination of Trades
- Ability to set priorities in a dynamic and changing work environment
- Ensure company safety policies, quality procedures and construction standards are being followed.
- Communications skills
- Use of Microsoft Project, Microsoft Office and Excel
- Experience in ground up construction a plus

Assistant Project Manager

We are seeking an individual to provide office support, assistance and contract administration functions to Superintendents, Project Managers and Project Executives with daily management for successful completion of the project(s).

- Assist the Superintendent and Project Manager with the overall plan for construction of the project.
- Assist with preparing the job start-up and close-out checklists.
- Secure properly executed subcontract and purchase order agreements, insurance certificates, and other documents as required to protect the interest of the Company.
- Monitor and maintain up-to-date submittal log and assist to ensure that project is constructed in accordance with the contract requirements and specifications.
- Must possess working knowledge of all project plans, specification, shop drawings, submittals and other project related documents and maintain a complete and accurate set of as-builts.
- Must be proficient in MS Office operations.