



Job Title: Project Manager / Estimator
Supervisor: Vice President / Director of Operations
FLSA Status: Exempt
Location: Seward, NE
Salary: \$70k - \$90k

CCS Group Core Values – ***Be Willing. Be Trusted. Be Innovative. Be Proud. Be Safe.***

Summary

CCS Group is looking for an eager and highly motivated Project Manager / Estimator to oversee and coordinate projects from inception to completion.

Responsibilities Include:

- Manage the ordering of materials, equipment, and tools to meet the demands of assigned projects, while also staying current on industry pricing throughout the project progression.
- Assist the VP with overall crew planning and logistics.
- Support field team by problem solving, troubleshooting, and distribution of project information.
- Assist with internal team pre-job meetings.
- Monitor assigned projects and make routine site visits as projects progress, to ensure field teams are installing work in accordance with contract terms, project specifications, company policies, and material guidelines with a goal of meeting / exceeding client expectations.
- Track progress against timelines and budgets for all assigned projects, providing regular updates to Executive Team and customers.
- Assist VP with overall crew planning and logistics
- Assist with procuring new work by responding to leads, making site visits, creating estimates, and writing proposals.
- Assemble full proposals as assigned. This includes deliverables with supporting documents, for final review by CEO and VP, to deliver to Customers.
- Stay current with industry pricing and assist with updating the estimating template unit costs.
- Attend relevant trade shows to network and promote the company.
- Build and maintain customer relationships.
- Protect organizations value by keeping information confidential.
- Any additional duties assigned by Director of Operations to help streamline companies project needs.

Qualifications:

- Experience in construction management is required
- Construction Management / Construction Engineering Degree is preferred but not required
- Contract Document Comprehension
- Strong time management and organizational skills
- Clear verbal and written communication skills
- Enthusiasm for the company and its opportunities
- Willingness to travel often 15% - 25%
- Estimating
- Microsoft Office
- Possess or willing to obtain OSHA 10 and 30 hour
- Valid U.S. driver's license is required

Benefits:

- Positive and Inclusive Culture
- Medical, Dental, Vision
- Simple IRA with Match
- Life Insurance Policy
- Growth Opportunities
- Training opportunities
- Safety focused company
- Employee assistance program
- Family owned

CCS Group is an equal opportunity employer

*** If interested, please send your resume to Sarah, Human Resources Manager, at sarah@ccsgrouponline.com or call 402-917-5374. ***