



## Job Posting Project Manager

Cube & Company is an Owner Representative firm based in Lafayette, Indiana. Owner Representatives are typically utilized when the client (Owner) does not have staff experienced in the construction sector, or does not have the in-house resources needed to devote to undertaking a new, expansion or renovation project. We function as the advocate for the Owner, understanding their needs and protecting their interests throughout the entire process. This allows the Owner to maintain focus on their regular day-to-day operations and responsibilities.

Cube & Company's approach to all projects focuses on a partnership with our clients and their stakeholders. This approach includes complete involvement and immersion throughout the entire design and construction process. We begin each project with a strategy assessment and move expertly through the design, documentation, construction and post-construction phases.

### Job Description

We are looking for an experienced Project Manager to join our growing team. This person will focus on the project management of identified client projects with the goal of delivering every project on time and within budget. With an expanding client base, we need a project manager that is eager to jump right in with minimal direction.

### Essential Functions

- Successfully manage the relationship with the client and all stakeholders
- Create and maintain comprehensive project documentation
- Perform risk management to minimize project risks
- Coordinate planning, programming and management to ensure project activities are carried out in accordance with established contract requirements, budgets and schedules
- Develop and/or follow a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Establish and maintain relationships with third parties/vendors

### Skills & Abilities

- Must be able to read and interpret building and site plans and specifications
- Advanced knowledge of construction management processes, means and methods
- Manage projects effectively from the initial hand-off to the final completion; manage the construction process, subcontractor relations, cost and budget issues, as well as client expectations

- Proactively communicate information to architects, engineers, field personnel, subcontractors and vendors to enable them to work toward the successful completion of the project schedule and in accordance with contract documents
- Ability to represent the company in a professional manner to the client, architect, consultants, subcontractors, and the general public
- Must possess the ability to develop positive working relationships with the clients, professional consultants, contractors, end-users and authorities having jurisdiction
- Working knowledge of generally accepted accounting and budgeting practices
- Must have ability to prepare cost estimates and project schedules
- Solid organizational skills including attention to detail and multi-tasking skills
- Excellent punctuality and attendance is required
- Must be articulate and have excellent communication skills, working as the face of our client for the projects managed

### **Education & Experience**

- Proven working experience in project management field (minimum 3 years, prefer 5+ years), experience needed as a manager/supervisor
- Working knowledge of Microsoft Office; strong working knowledge of Microsoft Project; AutoCad experience a plus
- Bachelor's degree from an accredited college or university with a major in Construction Management or related field preferred; will consider work experience in lieu of degree

### **To Apply:**

- Please submit your resume (PDF format), three *\*references* and salary history to:

**E-Mail:**

Brett Swann - [bswann@cubeandco.com](mailto:bswann@cubeandco.com)

*or*

**Mailing Address:**

Cube & Company  
Attn: Brett Swann  
P.O. Box 492  
Lafayette, IN 47902

- A background check will be required for this position

*\*references will not be contacted without prior consent*