

## Preconstruction Manager

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### General Job Description

The preconstruction manager is responsible for acquiring projects and managing relationships with clients while implementing measures to increase the company's effectiveness and efficiency.

### Location

Denver, CO

### General Responsibilities

- Maintains client relationships including meals and outings
- Makes monthly calls/visits to existing accounts and new potential business
- Supports target client strategy plan to meet 25%+ hit rate
- Provides project budgets and preconstruction services to all target clients
- Seeks and targets Design Build /Design Assist work
- Responsible for choosing target projects that are in line with Company Strategy
- Gets company on preferred bid lists
- Provides project strategy to the estimating team to provide added value to clients
- Directs relationship with General Contractors, Architects and Engineers
- Review all estimates prior to submittal
- Utilize CRM to manage client strategy and top ten project targets
- Target industry association involvement

### Job Specific Responsibilities include but are not limited to:

#### PRECONSTRUCTION

- Completion of all client RFPs and RFQs
- Completion of all client pre-qualifications
- Verify all proposal submittal packages
- Finalize and lead presentations in project interviews and client presentations

#### MARKETING

- Finalize project related information to marketing for website distribution
- Distribution of promotion material and invitations for client events

### Qualifications/Skills Required

- Journeyman's license or architectural engineering degree
- Excellent time management and project tasking
- Capable of being flexible to meet project deadlines
- Proficient in Microsoft Office
- Must have excellent written, oral communication and editing skills
- Must be fundamentally motivated, detail-oriented and not accept second-best
- Possess strong interpersonal skills to work in a diverse, dynamic and fast-paced environment
- Must be self-motivated and flexible to accommodate changes in Weifield's business strategies
- Must have excellent computer skills including a mastery of Microsoft Office products
- Have entrepreneurial approach to problem solving and be accountable for project decisions and actions

## Reporting

The Preconstruction Manager reports to the Director of Preconstruction.

## Work Schedule

Monday – Friday 7:30am -5pm. These hours may vary based upon project bid dates. Evening and weekend hours may be required to meet deadlines and client functions.

## Compensation Package

<b>Start Date:</b>	TBD
<b>Status:</b>	Full-time
<b>Pay Rate:</b>	DOE
<b>Employee &amp; Family Health Insurance:</b>	Healthcare 100% of the “Base Plan” by WGC 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Voluntary Dental/Vision Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Disability &amp; Accident Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Life Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Flex Pan:</b>	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare after 60 days, not to exceed 90 days of employment
<b>PTO:</b>	After six months, accrue 5 days per year 1-5; 10 days per year after 3 years and 15 days per year after 5 years. Seven paid holidays per year.
<b>401k/Safe Harbor:</b>	Participate at one year. Weifield matches 100% of investment up to 4%
<b>Training</b>	Yearly budget to support personalized development plan
<b>Background Check Required:</b>	Yes
<b>Current Driver’s License Required:</b>	Yes
<b>Company Cell Phone</b>	Yes
<b>Vehicle or Car Allowance</b>	Yes

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

**Weifield Group Contracting LLC is an Equal Opportunity Employer.**