



Creative Builders, Inc.

Multi-Family Project Manager

WHO WE ARE

For over 50 years, Creative Builders has been a family-owned and operated General Contractor in Greenville, SC. We believe that we win together. We believe that the most lasting thing to build is relationships. We believe in excellence. We believe in our people.

CORE VALUES

- A** = All-in teamwork
- B** = Building lasting relationships
- C** = Creating extraordinary projects
- D** = Developing successful people and a sustainable company

WHAT YOU'LL DO

- Fully manage all phases of project including take-off, estimation, client relations, schedules, budgets, and profitability for duration of project
- Implement terms and conditions of contract based on established systems, policies, and procedures
- Drive build schedule and streamline construction process
- Establish professional relationships with and provide leadership to onsite staff
- Work closely with Superintendent and field operations staff to ensure job remains on schedule and complies with plans, specifications, and company quality standards
- Communicate with owner, senior management, architect and design professionals
- Keep data in project management software up to date
- Maintain documentation

WHAT YOU'LL NEED TO GET THE JOB DONE

- To be a team player committed to your co-workers
- To be positive!
- To have excellent interpersonal and leadership skills
- The ability to prioritize and complete a variety of tasks in a timely manner
- Excellent documentation, problem-solving, and communication skills
- To be able to handle adversity and conflict with successful outcomes
- The ability to handle confidential information in a discreet, professional manner
- To demonstrate a proficiency of computer and relevant software application, including ProCore and Microsoft Office
- Minimum 5+ years ground up experience as Project Manager on wood-frame multifamily projects
- Thorough knowledge of construction techniques

WHY YOU'LL LOVE WORKING HERE

- **Voted #1 Best Workplace in South Carolina in 2022**
- We celebrate our wins as a team
- We have fun together
- We genuinely care about and support one another
- We offer quality benefits – medical, dental, vision, 401k, ESOP, PTO, etc.

Creative Builders Inc. is an Equal Opportunity Employer