

The Lazzaro Companies, Inc. is currently hiring for the position of **PROJECT MANAGER/ESTIMATOR** for its hollow metal division. The Lazzaro Companies, Inc. is family owned and has been in the commercial construction business for over 60 years. We specialize in hollow metal doors/frames, architectural wood doors, architectural hardware, access control and washroom accessories and partitions.

Responsibilities:

- Analyze plans and specifications and prepare detailed take-offs
- Prepare construction documents (bids, schedules of values, purchase orders)
- Manage submittals, shop drawings, and material samples
- Request supplier pricing, prepare purchase orders, order material and track material.
- Prepare shop tickets for fabrication and hardware picking tickets.
- Coordinate shop fabrication with delivery driver and job site foreman and prepare delivery tickets and packing lists.
- Compile schedules and coordinate with general contractor for material delivery requirements
- Communicate with a client/designer/building management through all phases of construction, updating them with progress and addressing any questions or concerns
- Track construction change orders

Qualifications:

- Bachelor's degree in construction management or construction technology preferred
- Construction industry experience
- Ability to read and do take offs from plans and specifications
- Proficient in construction drawing and drafting as well as Microsoft Office. Ability to learn estimating software specific to industry
- Experience in all aspects of design/construction documents: field measure, as-built, schematic design, contract documents and construction services
- Strong communication skills, organizational skills, and attention to detail

Benefits:

- Health insurance
- Paid vacation and personal days
- 401K