

Assistant Project Manager – Akron, Ohio

Welty provides professional construction management services, specializing in Lean Construction for clients in a variety of energy, healthcare, commercial, education, and hospitality markets nationwide. With offices in Akron, Cleveland and Columbus, Ohio, Welty has been Enriching Lives through Great Construction and Building Projects since 1945. Welty has the distinction of creating some of the most prestigious community projects including the world-renowned Goodyear Tire & Rubber Company's new Global Headquarters, major renovations of the Pro Football of Fame, the FirstEnergy Transmission Control Center and is currently working on several Electric Utility Transmission and Distribution Projects in addition to many others.

At Welty Building Company, we live our terminal values of **Openness, Passion, Teamwork, Integrity, and Customer Centricity (OPTIC)**. We bring a creative energy to our projects where every individual is an essential part of the team. The work we do is collaborative, with an entrepreneurial spirit, and opportunity for growth and improvement. With our cutting edge approach, we expand the boundaries of the way things have always been done in favor of innovation, and exceeding our client's expectations. Welty does much more than construct and build great projects and buildings, we build relationships – with our clients, employees and the communities they serve.

General Summary of Job Responsibilities:

Project Managers will collaboratively lead, taking responsibility for end to end service delivery using Lean construction principles. Our Project Managers act as the key, day to day client interface. They ensure that client objectives are met and that projects are delivered to time and cost targets as well as the appropriate quality standards. Our Project Managers report to the Director of Construction.

Job Description:

- Leading the establishment of the overall success criteria for the project, including time, cost, technical and performance parameters
- Planning for and the ongoing management of quality, safety, health and environment issues
- Establishing effective project governance, processes and systems to be utilized throughout project

- Project planning, including ensuring the production of the detailed project plan
- Leading and facilitating the overall cross-functional project team
- Monitoring and applying performance management techniques, including the use of Scorecard to improve project performance
- Monitoring and advising upon project finances – prompt client invoicing
- Managing the flow of project information between the team and the client, through regular meetings and written communications
- Taking a leading role in interfacing with the client and other consultants, at all project stages

Marketing and business development responsibilities:

- Developing new business opportunities with existing and new Welty clients
- Identifying and acting upon cross-selling opportunities
- Working with team to construct bids for new work and attend formal client presentations
- Ensuring that project case study, photograph and project CV files are kept up to date
- Identify and act upon opportunities to improve project management products and services
- Ensure that key information and learning generated from each project is input into Welty internal database

Successful candidates must possess the following attributes:

- Bachelor's degree – Business, Engineering, Construction Management or equivalent experience
- Three to Five years minimum experience as a Project Manager of commercial building projects
- Experience in Lean Construction processes and/or the ability to adapt to new methodologies a plus
- A record of leading projects that finish safely, on time and on budget
- Ensure strict adherence to safety, ethics and compliance requirements

- The ability to lead and work in a collaborative environment
- An attention to world class quality and workmanship
- Proficient in scheduling and construction software – Prolog and Microsoft Word
- Understanding of project level accounting
- Capable of managing multiple priorities simultaneously
- Ability to read and understand drawings, blueprints, specifications and contractual documents
- Conduct themselves professionally with Welty's longtime client and contractor relationships
- Ability to leverage technology within a construction environment
- Must have preconstruction and/or estimating experience

Welty offers competitive compensation and benefits package.

Interested candidates can send their resumes in confidence along with contact information.

Welty Building Company Ltd. is an equal opportunity employer.