



CONSTRUCTION PROJECT MANAGER/OWNER'S REPRESENTATIVE

Seattle, WA

Wenaha Group, a Construction Management and Owners' Representative firm, is seeking Project Managers with experience in all phases of the construction process, from inception through occupancy. Candidates must have a passion for serving clients and the community while sharing our value-driven Guiding Principles. Our team of proven professionals bring a wealth of experience from varying backgrounds but share a common set of core values.

Job Description

The Project Manager provides experience, leadership, and guidance throughout the entire scope of a project, from initial planning to project close-out. Our primary mission is protecting our client's interest, by foreseeing potential challenges, resolving conflicts immediately, and emphasizing responsive and open communication with the entire project team. Project Manager report to the Senior Project Manager. The Project Manager must maintain good working relationships with all team members, generate new opportunities from existing clients and assist with business development efforts.

Job Type - Exempt & full-time position

Qualifications

- Education: Minimum Bachelor's Degree in related field (A/E/C)
- Occasional Regional Travel may be required
- Minimum Seven (7) Years' experience in A/E/C or similar industry with transferrable skills
- Tribal experience is a plus

Skills & Abilities

- Must always represent Wenaha Group and alignment with our Guiding Principles.
- Collaborate with Senior Project Manager and coordinate efforts for internal efficiency and accuracy.
- Provide project planning, scheduling, and preliminary budgeting.
- Facilitate selection of project team to include design professionals, contractors, consultants, and services.
- Review agreements and advise Owner to risks and provide mitigation recommendations, as necessary.
- Provide public outreach efforts in partnership with the client.
- Function as Owner's Representative and liaison between the project and affected stakeholders.
- Maintain updated project status information and report as requested.
- Function as liaison between project team members as appropriate for the selected project delivery method.
- Organize and conduct project meetings and ensure that accurate meeting records are produced and communicated to team.
- Review and make recommendations to the Owner relating to Contractor's Requests for Information (RFI) and Change Order Requests (COR).



- Monitor project schedule, project costs and quality control and take appropriate action to ensure compliance with agreed milestones and completion dates.
- Review and make recommendations to Owner for approval of progress billings.
- Maintain files of all pertinent correspondence and documentation.
- Ideal candidate has a minimum of 7 years of experience in the AEC industry.

About Wenaha Group

Wenaha Group is a Native-American owned business. We appreciate and support workplace diversity within our internal team, projects, people, and the communities we serve. The principles of diversity, hard work, character, and respect guide the organization in its daily operations.

Wenaha Group office locations include Federal Way WA (headquarters), Pendleton OR, Portland OR, Kennewick, WA, and Phoenix, AZ. Our major markets include commercial, education, healthcare, hospitality, housing, municipal and tribal.

Women and minorities are encouraged to apply. Wenaha Group is an Equal Employment Opportunity Employer that provides a competitive salary and benefits package DOE.

The company offers a complete benefit package which includes the following:

- Competitive Salary
- Four (4) weeks of PTO
- Holiday Pay (9 days annually)
- Paid Leaves (bereavement, civic duty, personal leave, disability leave, military leave, crime victims' leave, family, and medical leave, leave to donate bone marrow and domestic violence leave)
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Long-Term Disability Insurance
- Group Life Insurance (\$100,000)
- 401k with match up to 4%
- Cell phone stipend

How to Apply

Email your resume and cover letter to jobs@wenahagroup.com. Reach out Kari McCormick at karim@wenahagroup.com with any questions.