

PROJECT MANAGER



Division: Azteca Enterprises, Inc.
Project Location(s): DALLAS, TX
Travel Involved: None/Not Specified
Job Type: Full Time
Education: Master's Degree in Construction Management
Job Family: Commercial Construction

Updated: February 2022

Position/ Job Description:

Project Manager:

Examine contract documents for each project and provide estimates. Prepare data for monthly invoices, code and approve invoices. Coordinate material deliveries and subcontract work in accordance with progress schedule. Work with subcontractors to ensure timely delivery of materials and performance of subcontracts. Maintain relations with subcontractors and coordinate between field and office. Work on RFIs, project scheduling, Budget Management, Initial Procurement, Change Order and Closeout Process. Also work on AutoCAD, CMIC, and BIM.

Require Master's Degree in Construction Management

Please mail resumes to:

HR Department
Azteca Enterprises, Inc.
2518 Chalk Hill Road
Dallas, TX 75212