



Pre-Construction Manager

DIGITAL COMPONENT CONSTRUCTION

FALKBUILT BY AMERICAN INTERIORS

Falkbuilt by American Interiors approach to interior construction—Digital Component Construction—combines proven construction methods with next-gen technology to build beautiful, high-performing and cost-effective environments. We're looking for talented people to join our hardworking, customer-focused and ridiculously passionate team of Falkers.

We're searching for innovative, client-focused folks to add value, bring solutions and push limits of performance. The perfect Falker embraces technology, truly believes the construction industry can be better and is excited about helping make it happen with Digital Component Construction. **Think you have what we're looking for?**

Pre-Construction Manager

Working closely with Falkbuilt HQ and the local branch teams, you will interpret architectural drawings to assess design needs, constructability, product application and estimating to provide construction estimates and proposals leading to award of project.

RESPONSIBILITIES:

- Help define project scope and objectives with all relevant stakeholders and ensure technical feasibility
- Work with Director of Design & Const to create detailed visual & written communications clarifying project scope
- Formulate project estimates using CSI division breakdown
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Manage and execute project assignments in a timely manner and meet milestones and deadlines
- Utilize work tools such as spreadsheets, proposal templates, contract documents to define project scope
- Create technical drawings as needed
- Work with Director of Design & Const & design team (local and HQ) for conceptual design resources
- Evaluate site conditions and constraints for construction projects
- Provide regular project status updates to Falker and stakeholders
- Create and maintain comprehensive project documentation
- Provide seamless transition from award to installation phase of project
- Have a strong sense of the Falkbuilt culture and promote it internally and externally

QUALIFICATIONS:

- A creative self-starter with the ability to solve problems individually and as part of a team
- Aptitude with technology and willingness to learn and improve every day
- Hands on experience w/ AutoCAD, Bluebeam and CORE
- Hands on experience w/ Revit – Enscape, SketchUp a plus+
- Strong working knowledge of Microsoft Office and willingness to learn Project Management software and other technologies to enhance our client experience
- Strong organizational skills and ability to work on multiple fast-paced projects
- Ability to read construction documents and specifications
- Comfortable with bid documents and bid process
- Experience in creating an architectural construction set including floor plans, elevations, electrical plans, architectural details, door & finish schedules.
- Strong understanding of the construction process and job site conditions
- Outstanding interpersonal skills and the ability to work closely with all the stakeholders and Falkers (in your Branch and at HQ) and make sure the client has a positive experience with us.
- Bachelor's degree in Interior Design, Architecture or Construction Management and/or 3 -5 years of architectural design or project management background and experience
- Experience reviewing submittal drawing packages for architectural coordination

- Comfortable on a construction site
- Able to read a tape measure and perform site dimensions
- Basic math skills used in estimating
- Able to research solutions to either artistic, or technical issues when they arise
- Must be adaptable and willing to embrace new technologies to help improve the design and construction process

Benefits Package:

Falkbuilt by American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.