

General Contractor Job Description

- Processing submittals and procuring subcontractors
- Applying for any necessary permits
- Scheduling trades
- Processing change orders and proposed change orders, and generating requests for information
- Maintaining tracking logs
- Overseeing projects from beginning to completion while meeting deadlines
- Hiring and managing junior contractors
- Understanding client's needs
- Ensuring quality and compliance
- Establishing and meeting KPIs
- Adhering to building code
- Maintaining communication with clients
- Managing all employees
- Changing Order Management
- Meeting and exceeding customer service expectations
- Visiting the site and estimating/planning
- Reviewing plans
- Providing all tools and materials.