

GUNDLACH CHAMPION

SINCE 1898

Corporate Office

180 Traders Mine Rd
PO Box 490
Iron Mountain, MI 49801
P (906) 779-2303
F (906) 779-8947

Houghton Office

616 Shelden Ave
Suite 215
Houghton MI 49931

Ishpeming Office

620 Lakeshore Drive
Ishpeming MI 49849

www.gcfirst.com

A Champion, Inc.
Company

JOB DESCRIPTION:

Position Title: Project Manager
Status: Exempt- Not eligible for overtime pay
Date Posted: October 16, 2025
Start Date: Immediately

Gundlach Champion, a leader in building relationships and construction projects across the Upper Peninsula, is looking for a driven Project Manager to join our team. In this role, you'll take ownership of one or more construction projects from start to finish- leading teams, managing budgets, and ensuring every project meets our standards of safety, quality, and client satisfaction. As Project Manager, you'll play a direct role in shaping the built environment of Michigan's Upper Peninsula while making decisions that impact project success, schedule, and profitability.

What You'll Do

- **Lead projects from planning through completion-** ensuring safety, quality, budget, and schedule goals are met.
- **Champion safety** by enforcing compliance with company and client safety programs and fostering a zero-incident culture.
- **Oversee project finances**, including billings, invoices, and change orders.
- **Develop and manage project schedules** using Microsoft Project and other tools.
- **Collaborate with subcontractors and vendors** to maintain quality and efficiency while minimizing project risk.
- **Identify and mitigate risks** through proactive communication and corrective actions.
- **Conduct project meetings** with clients and design teams to keep projects aligned and moving forward. Project Manager will also meet on a regular basis with subcontractors to discuss project schedule, review scope changes, and implement corrective measures if necessary.
- **Manage change processes** by reviewing change requests, change orders, and commitment change orders prior to their distribution.

What We're Looking For

- **Experience:** 5+ years of demonstrated success in construction, finance, and project management.
- **Project scale:** Proven capability managing projects valued at \$5 million or more.
- **Education:** Bachelor's degree in a construction-related field preferred; Associate's degree with equivalent experience accepted.
- **Skills:**
 - Strong leadership, communication, and problem-solving abilities.
 - Solid understanding of construction plans, specifications, and contracts.
 - Ability to manage multiple projects and priorities independently.
 - Display a strong work ethic and willingness to take on new challenges.
 - Highly organized with strong multitasking and team collaboration skills.
 - Support published corporate policies and complete assignments as directed.
 - Represent Gundlach Champion professionally with clients, owners, and community partners.

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- Proficient with:
 - Microsoft Products (Office, Teams, Project)
 - Adobe Acrobat
 - Cloud-based applications
 - Wide-format printers
 - Sage 300 CRE and Estimating (a plus)
- **Additional Requirements**
 - Subject to pre-employment, random, and for-cause drug screening. (includes THC/Marijuana)
 - Valid driver's license
 - Maintain knowledge of Gundlach Champion's values and strategic plan.
 - Abide by Gundlach Champion's Employee Policy Manual.
- **Physical Requirements**
 - Ability to lift and carry up to 50 lbs.
 - Ability to stand, sit, climb, crawl, kneel, bend and reach overhead.
 - Ability to climb stairs and ladders as needed.

What We Offer

- Competitive compensation based on experience.
- Opportunity to work on landmark projects that shape communities across the Upper Peninsula.
- A company culture built on integrity, collaboration, and a commitment to quality.
- Growth opportunities within a respected, employee-focused organization.

Work Environment

This position combines office and field responsibilities. You'll spend time both in our office and on active construction sites- where you'll see your projects come to life. Travel is required 50% of the time within the operational geographical region. Proper PPE is required when on site, including steel -toe boots, hard hat, safety vest, gloves, and eye protection.

Typical hours are Monday through Friday, 7:00am-4:00 PM CST, with flexibility based on project needs (40-50 hours per week).

Join Our Team

If you're ready to lead impactful projects and grow with a company built on trust, teamwork, and excellence- we would love to hear from you.

Apply by sending your resume and references to: payroll@championinc.com

Gundlach Champion, Inc. is an Equal Opportunity Employer
EOE/Minorities/Females/Veterans/Disabled