

Project Manager

This position requires practical and intuitive knowledge of commercial design and construction processes. The ability to work and think independently, while managing within a project team environment.

The Project Manager will represent the Owner/Client throughout the Project lifecycle including management of the Project Team which will consist of internal and external participants such as consultants, client personnel, Architects, Engineers, contractors and various vendors.

Successful candidates for Project Manager will possess the following:

- At least one undergraduate or post-graduate degree in Architecture, Engineering, or Construction Management
- Team and Individual Management Experience
- Minimum of 8 years experience working in the commercial construction industry (A/E, CM, or GC)
- Exceptional personnel management skills
- Above average problem-solving skills
- Excellent written and verbal communication skills
- Superior organizational skills
- Above average computer skills
- Working knowledge of the commercial building design process

Responsibilities Include:

Manage 5 or more projects at one time

Serve as client point of contact

Assist Senior Project Manager with development of management plans for new projects

Develop project task requirements and monitor status

Identify client needs and implement appropriate action plans

Develop and organize project documentation

Develop necessary documents for Project Team Meetings

Assist Senior Project Manager with development project status reports

Assist Senior Project Manager with development project schedules

Assist Senior Project Manager with development project budgets

Review and comprehend all aspects of project construction documents

Arbitrate disputes between client and contractor