

## Senior 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, is critical.

The Senior Project Manager's role is to work within project management team to represent the Owner / Client throughout the project. The position will require continuous interaction with Project Team which will consist of internal and external participants such as consultants, client personnel, Architects, Engineers, contractors and various vendors.

Successful candidates for Senior 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

The primary responsibility of a Senior Project Manager is to plan and oversee strategic activities required for the Project, including the oversight and management of the Project Managers.

## Responsibilities Include:

- Monitor and coordinate 5-8 projects at one time
- Serve as client point of contact
- Manage PM staff assigned to projects
- Develop overall management plans for new projects
- Develop project task requirements and monitor status
- Identify client needs and implement appropriate action plans
- Review and edit project status reports
- Review and edit project schedules
- Review and update project budgets
- Review and comprehend all aspects of project construction documents
- Review and negotiate terms of tenant leases
- Review and negotiate terms of project team contracts [A/E, contractor, vendors, consultants]
- Arbitrate disputes between client and contractor
- Serve senior technical advisor to clients and PM staff
- Develop overall management plans for new projects
- Perform QC of management process on all projects