

Job title	<i>Project Manager</i>
Reports to	

Job Purpose

Project Managers maintain a long-term focus on the project. Project Managers set time, cost and quality targets; manage the project schedule and budget; and monitor project progress. Project Managers work with the Director of Construction and Client Experience team to ensure a high-quality, high-value, client experience. To be successful in this position, you must be a strategic thinker and enjoy problem-solving.

Duties & Responsibilities

- Oversee and direct construction projects from conception to completion
- Interview and evaluate potential subcontractors
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Generate profit projections, estimate costs, schedule deliverables
- Monitor cash flow projections and report actual cash flow and variance on a regular basis
- Supervise compliance with building and safety regulations
- Analyze, manage, and mitigate risk
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

Qualifications

- Bachelor's degree, preferably construction management/engineering or related field
- Proven work experience in construction management
- Advanced knowledge of construction management processes, relevant rules, regulations, standards, and all facets of the construction process
- Exceptional leadership and communication skills
- Desire to work in a fast-paced environment
- Possess vision and capability to see "the big picture"
- Ability to move or travel as project needs dictate
- Competent in conflict and crisis management
- Working proficiency with Microsoft Office Suites (Outlook, Word, and Excel)

Working Conditions

- 100% travel throughout the US
- Position will produce frequent variations in responsibilities that are different from the norm

Physical Requirements

- Normal working hours may vary depending on project demands
- Ability to move or lift moderate size packages up to 30 lbs.

Direct Reports

- Project Engineer and Project Superintendent as well as all jobsite personnel