



**Title:** Project Manager

**Job Type:** Full-time

**OVERVIEW:** A construction project manager is responsible for the overall project planning, scheduling, resource allocation, project accounting, and control, and conceptual development of a construction project. The position also consists of technical direction and ensuring compliance with quality standards are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Charting out the project objective, schedules, setting performance requirements, and selecting project participants
- Coordinating optimum utilization of resources – Labor, Materials, and Equipment, along with ensuring their procurement at most cost-effective terms
- Implementation of various operations throughout proper coordination
- Development of effective communications and mechanisms for preventing/ resolving conflicts among the various participants
- Oversee multi-site rollout construction projects from start to finish
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Project accounting functions including managing the budget, tracking team expenses, and minimizing exposure and risk in the project
- Ensure the construction activities move according to predetermined schedule
- Devise the project work plans and make revisions as and when need arises
- Communicate effectively with the contractors responsible for completing various phases of the project
- Coordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors, and company labor resources.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all sub-teams
- Maintain strict adherence to the budgetary guidelines, quality, and safety standards.
- Ensure project documents are complete
- Identify the elements of project design and construction likely to give rise to disputes and claims
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- Experience in Commercial construction (remodel, TI, etc)– Big Box Retail, QSR/ Fast Casual Restaurants
- Minimum 5+ years of experience in construction industry
- Knowledge/ Experience in Carpentry, Electrical, Paint, Plumbing, etc.
- Manage multiple sites/ crews/ teams at any given time
- A four-year bachelor's degree in Civil Engineering. A postgraduate degree in construction management is an added advantage

#### **QUALITATIVE AND OTHER ATTRIBUTES REQUIRED:**

- Excellent communication skills both written and verbal
- Good understanding of MEP building systems
- Proficient with computers and electronic communications in Excel, Word, Outlook
- Ability to plan and organize a team effort
- Good client management and goodwill building ability
- Good verbal/ writing skills- ability to communicate via-email
- Capacity to motivate, lead, and boost morale of the teams
- Effective time management and logical decision-making ability
- Capacity to handle pressure
- Willingness to travel extensively across the construction sites- Nationwide
- Strong focus on quality, teamwork, safety

#### **WORK SCHEDULE**

- The Construction Project Manager position is a salaried position that will require an investment of time and effort beyond a "9 to 5" work week at times
- The Construction Project Manager is required to travel often to job sites/projects Nationwide based on active projects multiple times a month