



Title: Construction Manager

Job Type: Full-time

OVERVIEW: A construction manager oversees and manages construction projects from start to finish. They play a crucial role in ensuring that projects are completed on time, within budget, and in accordance with quality and safety standards. The specific job description of a construction manager may vary depending on the size and complexity of the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead planning stages of a project, working closely with architects, engineers, and other stakeholders.
- Review project requirements, develop construction plans, and set project timelines and milestones
- Develop and maintain project schedules, identifying critical activities and potential bottlenecks
- Monitor progress, address delays or issues, and make adjustments to keep the project on track
- Develop 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 identifying needed resources.
- Create the teams, develop the objectives/goals of each, and assign individual responsibilities.
- Prepare project budgets and monitor costs throughout the construction process
- Track expenses, review invoices, negotiate contracts, and make cost-effective decisions to ensure the project stays within budget
- Ensure the construction activities move according to a predetermined schedule
- 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 resource.
- Monitor the progress of the construction activities regularly and hold regular status meetings with all sub-teams
- Maintain strict adherence to budgetary guidelines, quality, and safety standards.
- Ensure project documents and reports are submitted and completed daily
- Accurately project documentation, including contracts, permits, reports, and correspondence
- Prepare regular progress reports, financial reports, and other required documentation.
- 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
- After project completion, construction managers may be involved in tasks such as final inspections, obtaining occupancy permits, and resolving any outstanding issues or deficiencies

KNOWLEDGE AND SKILLS REQUIRED:

- Experience in Commercial construction (remodel, TI, etc)– Big Box Retail, QSR/ Fast Casual Restaurants
- Minimum 7+ 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
- 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 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