

## **JOB TITLE**

Construction Project Manager / Senior Project Manager

## **SUMMARY:**

The Project Manager position requires complete technical knowledge of the construction process with a strong focus on quality, client satisfaction and organizational leadership. The Project Manager manages projects from preliminary budgets through design-to-cost-control and includes teams of project managers, project engineers, designers, assistant project managers and superintendents. The Project Manager is responsible for ensuring that every project is completed on time, within budget and exceeds client/owner expectations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage multiple small and large commercial construction projects simultaneously.
- Provide timely feedback on budget requests from stakeholders, both internal and external.
- Manage multiple teams, ensuring financial discipline, adherence to schedule and quality.
- Responsible for training of Assistant Project Managers and Project Engineers.
- Lead internal staff meetings to ensure projects meet financial and schedule requirements.
- Coordinate with preconstruction department to determine project staffing assignments.
- Perform staff performance evaluations.
- Develop and track leads on upcoming projects.
- Build relationships by networking to acquire new business opportunities.
- Collaborate with marketing department to create pre-qualification and bid packages and proposals.
- Collaborate with internal and external leasing agents, owner representatives, and tenants to develop and oversee conceptual estimates, budgets and bids.
- Actively participate in the design process and design review cycles, including engaged participation in stakeholder meetings, suggesting value-driving options, and managing cost inputs to design.
- Cultivate strong subcontractor relationships and manage subcontractor bid-pool.
- Prepare project team for project interviews. Ensure that all project objectives and milestones are met.
- Organize, conduct and represent CCG at weekly project status meetings.
- Develop, maintain and enforce project budgets and schedules.
- Oversee the performance and training of project team to ensure quality.
- Point of contact for client, owner, architect and project team.
- Review and approve payments to subcontractors and vendors.
- Negotiate issue and execute change orders.
- Maintain subcontractor relations.
- Oversee close-out process.

**EXPERIENCE/REQUIREMENTS:**

- Bachelor's degree in a related field (e.g. Engineering, Architecture, Construction Management or Business).
- Minimum five years' experience in managing commercial construction projects as a Project Manager with a General Contractor or Commercial Real Estate Firm.
- Strong working knowledge of methods of construction, architectural drawings, furniture, and workplace concepts / trends.
- Expert knowledge of principles of architecture, engineering, and construction.
- Excellent organizational and project management skills required.
- Excellent problem solving and negotiation skills.
- Must possess advanced analytical and quantitative skills.
- Knowledge of financial terms and principles
- The ability to conduct job cost and cash flow analysis including the preparation of reports and budget management.
- Good understanding of contracts
- Proficient with Excel and Microsoft Project
- Strong written and verbal communication skills

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and / or ability required, with additional duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**OTHER REQUIREMENTS:**

Must possess a valid current driver's license and reliable transportation as travel may be required.

**BENEFITS:**

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**QUALIFIED CANDIDATES:**

Please submit a resume with a cover letter and salary requirements to [kfreehof@cambridgeus.com](mailto:kfreehof@cambridgeus.com)