CONSTRUCTION PM – Owners Representative

The Project Manager will manage the daily responsibilities associated with delivering world-class project for a single or multiple clients

**Essential Functions**

* Performs project completion using internal or external customer perspective, typically from initiation through delivery
* Coordinates cross-functional teams through meetings and progress measurement activity which bring distinct, specific projects to completion both on time and within budget

**Knowledge & Skills**

* Excellent understanding of project management principles, such as organization, documentation, and delegation
* Excellent communication and negotiation skills
* Able to interact with staff/colleagues of varying levels
* Able to prioritize work and shift priorities as needed to meet aggressive deadlines and milestones
* Able to identify and resolve issues
* Able to complete successful projects that are on schedule and receive high satisfaction results
* Able to function, and successfully manage, in a demanding and stressful environment
* Able to negotiate, manage conflict, and manage customer concerns that cause disappointment, dissatisfaction, or frustration for the customer
* Able to identify most effective and appropriate PM methodology(ies) based on project scope and complexity
* Able to mentor other PM’s
* Able to deviate from standard/established PM methodologies to accomplish dynamic project completion

**Duties & Responsibilities**

* Strong presence for candidates to have experience with $5M projects and up.
* Manage project development and execution from initiation through closure; be accountable for the project along with the project sponsor
* Build and maintain knowledge of clients' business, competition, and industry trends
* Provide assistance & advice to aid in developing strategic approaches to the development of solutions
* Work with the project sponsors and stakeholders to ensure projects are fully defined, and assist in developing any supporting documentation needed
* Clearly communicate expectations to project stakeholders
* Estimate project timeline's level of effort and cost
* Create, update, and maintain project plans and schedules to keep project teams aligned & maintain accurate project forecasts and statuses
* Manage team assignments and balance workload in a deadline driven environment
* Track and report on project milestones and provide status reports to project sponsors and stakeholders
* Effectively apply our methodology and enforce project standards & governance
* Manage change control process; perform risk assessments and analysis to identify and document impact of any proposed changes
* Ensure change requests are documented and stored appropriately
* Monitor performance against quality goals and implement corrective action as needed
* Ensure work product accuracy before delivery to client
* May manage one or more direct reports

**Experience**

* Strong presence for candidates to have experience with $5M projects and up
* 8 years of related experience; 5-7 years of Project Management experience in construction or architecture preferred.
* Knowledge of Construction AIA contracts is a must
* Understanding of corporate procurement and level setting proposals is a requirement
* MS Project Experience required
* Procore experience preferred but not required

Company offers 401k, Medical and dental insurances, vacation, sick and personal days.