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| Job title | <i>Project Manager</i> |
| Reports to | <i>Vice President</i> |

Job purpose

Our Project Manager will take on the management of projects with the goal of delivering every project on time, within budget and within scope. The majority of our projects consist of renovating hotels, big box stores, commercial and multi-housing.

Duties and responsibilities

- Coordinate internal resources and third parties/vendors for the execution of projects
- Estimate and bid projects with values of up to \$10,000,000.
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Recruit, screen, hire and manage specialty subcontractors
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Successfully manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

Qualifications

- Good educational background, preferably in the fields of construction management, architecture or engineering.
- Ability to travel 25%-40%
- Proven working experience in construction project management.
- Good client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Able to work on a draw + commission pay structure.
- Strong work ethic- self motivated, systematic.
- Strong working knowledge of Microsoft Office and Excel
- Valid drivers license and ability to rent a car.

Working conditions

Position is full time. Compensation ranges from \$85,000 up to \$200,000 depending on performance. Approx 25%- 40% travel is required.

Physical requirements

PM's cannot be afraid of heights and should be able to lift 50 lbs.

Direct reports

1-3 Site supervisors and up to 80 subcontractors.

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| Approved by: | |
| Date approved: | |
| Reviewed: | |