



Project Manager

Summary

Responsibilities include working closely with our Development Director to prepare comprehensive action plans, including resources, timeframes, and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

Essential Job Accountabilities

- Coordinate construction project management activities, resources, equipment, and information
- Liaise with clients and PM Teams to identify and define requirements, scope, schedule, budgets, and objectives
- Construction cost estimating for horizontal construction work.
- Assign tasks to internal teams and assist with schedule management
- Analyze risks and opportunities
- Oversee project procurement management
- Purchasing and procurement of construction materials
- Purchase order and change order execution
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports, and coordinate testing activities

Knowledge, Skills, and Abilities

- Proven work experience as a Project Coordinator or similar role in the Construction/Infrastructure industry
- Familiar with vertical construction process
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Proficient in Microsoft Project and Microsoft Office products
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity with risk management and quality assurance control

Education and Work Experience

High School diploma or Equivalent required

BS and/or Associates Degree with equivalent experience preferred

2 years of experience in office administration in a construction environment preferred

2 years of experience in construction administration preferred