Senior Project Manager

Salary $75,000.00-95,000.00 Dollars

Position Overview

The Senior Project Manager plans, directs, and coordinates activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frames.

Responsibilities

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project
- Establishes work plan and schedule and coordinates completion of the project through the subcontractors, and project superintendent
- Responsible for maintaining project budget
- Approves all project billings, manages change orders with client and subcontractors and approves all project costs
- Reviews status reports prepared by project personnel and modifies schedules or plans as required
- Prepares project reports for management, client, or others
- Confers with estimating and accounting personnel to provide technical advice and to resolve problems
- Coordinate project activities

Requirements:

- B.S or B.A in Construction Science, Engineering, Architecture, or related field
- Minimum six years of experience in building commercial construction
- Experience/ability to direct/manage projects exceeding $10M
- LEED Certified
- Strong computer skills including, but not limited to, word processing, spreadsheets, estimating, and project management software

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