



DESIGN | BUILD | DEVELOP

## **Job Title: Senior Project Manager**

### **SUMMARY**

The Senior PM position is a key leader within our Design Build team at Ghidorzi Companies. The Senior Project Manager ensures that projects are executed on time, on budget, accordingly to safety guidelines and Ghidorzi quality standards of excellence. This position reports to the VP of Design Build Services and collaborates with owners, architects, subcontractors, vendors, Ghidorzi office staff and field teams as well as regulators. To be considered as an applicant, please include a cover letter with your resume summarizing your qualifications and interest in this position.

### **SCOPE OF WORK**

- Understand the client's expectations from start to finish and be accountable for the end result. Ensure that we are meeting the client's expectations at every turn and delivering on time and within budget.
- Provide value engineering concepts.
- Define project roles and responsibilities; identify project staffing requirements and key subcontractors; assign and manage accordingly beginning with a cohesive project kickoff with all stakeholders to ensure that goals and expectations are clearly communicated and understood. Consistently promote good working relationships built on trust and good communication.
- Create preliminary budgets for client based on historical and market data.
- Coordinate the bidding process and qualify bids to create a detailed project estimate.
- Maintain constant awareness of the financial position of the project and actively manage financials according to budget.
- Coordinate and obtain permitting.
- Develop the project schedule and manage it from initiation to closeout. Develop activity reports and manage the project team and subcontractors accordingly.
- Ensure thorough project closeout that fully prepares the building and owner for transfer of the project from construction to occupancy.
- Establish an open-door relationship with each owner that continues even after we turn over the project. Stay in touch on future expansion and building needs.
- Resolve problems with a high sense of urgency, bringing the right people together to develop solutions. Have the knowledge, skills and experience to recognize when problems are looming, and head them off when possible.
- Manage multiple projects and types simultaneously.
- Maintain an active presence in the marketplace, building relationships with key stakeholders and identifying prospective project opportunities.
- Stay current and connected within the industry through professional associations, trade journals, networking, and relevant training and seminars.

## **Qualifications**

- Minimum of a bachelor's degree in Construction Management or related field.
- 10+ years of project management experience with a design build firm or general contractor.
- Strong leadership of projects and the team is an important performance factor in this position. The Senior Project Manager should act as both teacher and helper to the team, developing the skill set and career path of others. The Senior Project Manager is the ultimate project advocate, making project goals their own and using their skills and expertise to inspire a sense of shared purpose within the project team.
- Advanced technology aptitude with strong working knowledge of industry tools and how to utilize them within our organization. Proficiency with Microsoft Office Suite, including Excel and Project, is required and familiarity with Procore is preferred.