

## **CONSTRUCTION**

### **SENIOR PROJECT MANAGER**

#### **Key Responsibilities**

- Responsible for overall project management on major projects, profit/loss responsibilities and completion schedule
- Overall responsibility for a successful project
- Maintain and improve client relations
- Review and approve estimates and monthly anticipated cost reports prepared by Project Manager
- Review project schedules updated by Project Manager
- Train and develop project staff
- Review subcontracts, purchase orders and correspondence of project staff
- Overall support of project staff
- Supervise pre-construction of new projects under your supervision, especially projects that will ultimately be assigned to you
- On projects where there is not project manager for support, assume all Project Manager duties in addition to those above

#### **Job Requirements**

- Excellent internal and external customer service skills with ability to establish and maintain effective relationships.
- Excellent organizational skills, with strong attention to detail
- Excellent interpersonal and communication (both verbal and written) skills.
- Familiarity with legal terms
- Must be a team player with the ability to work in a group or independently (self-starter, results-oriented).
- Detail-oriented, able to multi-task and meet deadlines.
- Demonstrated computer proficiency including but not limited to Microsoft Outlook, Word and Excel.
- Minimum of 10 years' experience

**Salary based upon experience and position knowledge.**

***Please submit your resume to [careers@marnellcompanies.com](mailto:careers@marnellcompanies.com)***