



Job Description for PROJECT MANAGER

HiFive Development Services is a trend-setting Design-Build company on the cutting edge of Project delivery. We have a very loyal client following and do repeat business with many companies and organizations. If you are seeking a position working with a talented group of people, enjoy developing a personal relationship with your clients and like a challenge, you may want to consider this incredible career opportunity.

The qualified **Project Manager** will have experience constructing Hotels, Hospitality, Church and Non-Profits, and other Commercial Projects from \$2 - \$20M million. The role of Project Manager is to plan, execute, and finalize projects according to strict quality standards, deadlines and within budget while maintaining high levels of safety and customer satisfaction. This includes acquiring resources and coordinating the efforts of team members and subcontractors in order to deliver projects according to plan and budget. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle in coordination with the Design Team. The Project Manager will also work closely with the Executive Team to ensure timely and quality completion of construction process and strategies for the acquisition of new work.

JOB DUTIES

- Direct and manage project development from beginning to end;
- Define project scope and deliverables that support business goals in collaboration with executive management;
- Develop project plans and schedule;
- Effectively communicate project expectations to team members in a timely and clear fashion;
- Communicate with customers on an ongoing basis;
- Set and continually manage project expectations with team members and customers;
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary;
- Identify and manage project dependencies and critical path;
- Plan and schedule project timelines and milestones using appropriate tools;
- Track project milestones and deliverables;
- Develop and deliver progress reports, proposals, requirements documentation and presentations;
- Issue status reports to the project team, analyze results, and troubleshoot problem areas;
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans;
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and subcontractors, and influence them to take positive action and accountability for their assigned work;
- Build, develop, and grow business relationships vital to the success of the project.
- Conduct project "lessons learned" meetings and create a recommendations report in order to identify successful and unsuccessful project elements;
- Develop best practices and tools for project execution and management.

JOB REQUIREMENTS

- 5+ years in Commercial General Contracting in Project Manager capacity (Design-Build a plus);
- Strong familiarity with project management software - Microsoft Project, Microsoft Office (Word, Excel, Outlook)
- Certifications in OSHA 30;
- The ability to travel a plus.

PLEASE SEND YOUR RESUME AND CONTACT INFORMATION TO:

- Fax: 513.336.0196
- Email: careers@hifive1.com