

## Job Description



# Project Manager

## Responsibilities

- Work directly with the Owner to ensure that their program needs are met
- Manage project team including trade partners in order to meet requirements and deliverables keeping the values of safety and quality in mind
- Review pricing for designed scope and change orders with design and trade partners to ensure scope is adequately covered
- Monitor financial status (through various metrics) of the project on a regular basis for the project team
- Lead and pursue continuous improvement initiatives and actions to aid in achieving project objectives
- Collaborate with team and other interested parties to ensure project schedules are established and maintained and are in alignment with Owner expectations

## Requirements

- 3 years minimum of project management experience
- Knowledge of CPM scheduling in the construction environment
- Strong interpersonal skills
- Semiconductor experience strongly preferred
- Extensive knowledge of job cost accounting
- Experience with project estimating and negotiations of project changes
- Ability to interpret construction contracts, plans and specifications
- Expert level Microsoft Excel skills

## Education

- Minimum of High School degree
- Prefer AA in Construction Management