



## Project Manager

### Job Description:

A Project Manager provides leadership and manages the operational and financial aspects of construction projects and is the primary liaison with the client's project management team. This position is expected to report to and support the lead project manager in completing all tasks associated with signed contracts from paperwork through full project completion. This will include on and off-site tasks for various projects. A Project Manager also identifies potential leads and assists the sales team with development of the proposals. An enforcer of process utilization, safety, and risk management; and is a cultural manager by ensuring that the company's fundamental values and beliefs are followed and maintained.

### Primary Roles:

- Main customer liaison through project completion
- Responsible for project outcome
- Project scheduling and tracking/deadlines
- Material orders and deliveries
- Job costing and customer invoicing
- Project applications and permits
- Warranty work
- Customer support for existing customers
- Project design and estimating support
- Job estimating vs. actual cost reviews with estimating team

### Knowledge, Skills and Abilities Required

- 2-5 years project management experience in electrical construction.
- Effective leadership and communication (oral, written, presentation) skills
- Knowledge and experience in cost accounting
- Adaptive, problem-solving orientation
- Conceptual skills and ability to develop work plans and project schedules
- General computer skills required (MS Office)
- Drivers License required
- Acts with humility, preparedness, and confidence
- Keeps all appropriate matters confidential and ensures site management team does as well
- May be required to become a qualified individual in pursuit of company contract licenses