



Job Title: Construction Superintendent
Reports To: Senior Project Manager
Department: Construction Services

Summary: Responsible for overseeing and monitoring day to day project activities including, on site management, contractor coordination, project financials, field direction and management and client relations.

Responsibilities:

1. Interface directly with clients to report ongoing issues and resolutions.
2. Ensure technical compliance of project installations with approved construction documents.
3. Manage multiple projects and effectively monitor project technical costs, quality and schedule objectives.
4. Communicate project related issues and resolutions to Senior Project Manager or designated supervisor.
5. Document project occurrences and issues that may affect quality, cost or schedule as required.
6. Record project documentation as part of the firm's web based project management and collaboration systems.
7. Provide direction and supervise field support staff.
8. Provide input and support for compilation of project monthly reporting for client.
9. Perform other related duties as assigned.

Skills

Strong Oral Communication Skills
Technical Communication
Planning
Organization
Problem solving
Negotiations

Strong Written Communication Skills
Customer Service
Professionalism
Computer Literacy
Decision Making
Presentation

Education/Training: Bachelors Degree in architecture, construction or engineering related fields.

Experience: Minimum of 5-7 years of related experience.

Email your resume, cover letter and salary history to: hr@noblestrategy.com