



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

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**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. Monitor project budget and communicate recommendations to ensure adequate funding for project completion.
9. Evaluate progress schedules and make recommendation to ensure timely project completion and/or recovery in instances of delay.
10. Provide input and support for compilation of project monthly reporting for client.
11. Perform other related duties as assigned.

**Skills**

Strong Oral Communication Skills	Strong Written Communication Skills
Technical Communication	Customer Service
Planning	Professionalism
Organization	Computer Literacy
Problem solving	Decision Making
Negotiations	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](mailto:hr@noblestrategy.com)