



Job Title: Senior Project Manager
Reports To: Director of Field Management
Department: Construction Services

Summary: Successfully lead and manage a team of project support resources for the benefit of delivering client goals on specific projects.

Responsibilities:

1. Provide direction and oversight on project activities ensuring adequate staffing for project related tasks.
2. Recommend resolutions for all internal and external project related issues as necessary.
3. Enforce client's project goals on quality, costs and schedule.
4. Interact with contractor as necessary to expedite project completion and resolution of field issues.
5. Manage client relations to ensure highest level value and client satisfaction.
6. Provide executive summary and supervise compilation of monthly project reporting for client.
7. 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
Leadership	Supervisory Skills

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

Experience: Minimum of 10+ years of related experience in construction management and/or administration of construction contracts. Must have managed all phases of construction projects.

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