

# PROJECT MANAGER

## Responsibilities:

- Client interaction; requires well developed communication, organisational and teamwork skills.
- Efficient and effective field coordination.
- Supervise, Schedule and co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors, suppliers and client
- Oversee daily reports, cost monitoring and the change order process to ensure the extras presented to the owner get approved and are fair.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub teams.
- Periodic inspection of construction sites.
- Ensure project documents are complete.
- Serve as a key link between clients and supervisor.

## Requirements:

- Education: Bachelor's Degree in Civil Engineering or Construction Management.
- Experience in Civil Infrastructure company like B. C. Biyani Projects Pvt. Ltd.
- Familiarity with Government Construction Code.

## Experience:

- Minimum 10 years of construction supervisory experience.

## Knowledge, Skills, & Abilities:

- Ability to perform detailed work under time-sensitive deadlines.
- Ability to work collaboratively with others in performing scope, design development, bid and change order cost estimating duties in a variety of trade disciplines.
- Knowledge and experience with public sector in construction market.
- Proficiency with AutoCAD and MS Office software's to prepare designs, summary estimates and the analysis of deviations from architect/engineer estimates and from actual bids.
- Excellent written, verbal communication and interpersonal skills.

Our ideal candidate will be dependable, highly organized, and deadline-oriented while displaying a positive attitude in a team-based environment. This opportunity offers a highly progressive, innovative and challenging environment in which to champion your skills. We offer excellent compensation and benefits.

Equal Opportunity Employer: Minority, Female, Disabled, Veteran, Sexual Orientation.