

# Project Manager

We are looking for an experienced Project Manager to plan and supervise a wide range of construction projects from start to finish. You will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner.

An excellent Construction Project Manager must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results. The ideal candidate will have an analytical mind and great organizational skills.

The goal will be to ensure all projects are delivered on time according to requirements and without exceeding budget.

The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible and will hire new talent as needed to fulfill client needs.

## **ABOUT COX & COMPANY**

Cox & Company is a growing full-service commercial construction firm offering general contracting and construction management services in the Atlanta area. We specialize in building and renovating best-in-class interior spaces through our experienced leadership, field staff and highly qualified subcontractors. At our core, we strive to build long-term relationships through hard work, integrity and first-class customer service. Our areas of expertise include:

- General Contracting
- Construction Management
- Design/Build
- Program Multi/Site Delivery

## **RESPONSIBILITIES**

- Collaborate with engineers, architects etc. to determine the specifications of the project
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities
- Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress

- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs

#### **QUALIFICATIONS**

- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Project Management Professional (PMP) certification is a plus
- Bachelor's Degree in appropriate field - preferred
- Project Manager top skills & proficiencies:
  - Developing and Tracking Budgets
  - Coaching
  - Supervision
  - Staffing
  - Project Management
  - Management
  - Process Improvement
  - Planning
  - Performance Management
  - Inventory Control
  - Verbal Communication

**Please send your resume, salary requirements and past project list to [info@cox-co.com](mailto:info@cox-co.com).**