



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Construction Project Manager (Small Projects)

This position requires a college degree preferably a BS in Construction Sciences or Engineering with a minimum of 5 years commercial construction experience. Candidates should possess strong customer service skills, project management skills and technical skills as listed below. The ideal candidate will have experience with projects in the \$100,000.00 to \$5 million dollar range, dealing in both lump sum competitive bids and cost plus project types.

Classification

Exempt/Salaried

Customer Management:

- Ability to interact with different departments within the company or with firms outside the company.
- Manage meetings and coordinate timely responses to issues.
- Build relationships.

Management Skills:

- Preconstruction Process
- Pre-Project planning Process
- Project Scheduling
- Construction process
- Project Closeout process
- Project follow-up process
- Project Staff Leadership
- Ability to look ahead on a project
- Understanding the "big picture" with respect to the overall project
- Has experience managing multiple individuals

Decision Making Abilities:

The ability to make sound and ethical business decisions that consider all project team members and deliver project success. The ability to distinguish between decisions that can be made at the middle management level and those that require upper management support.

Technical Skills:

- Computer Literacy in Excel, Word, and MS Project.
- Local, state and national government processes as they relate to specific projects.
- Architect and Engineering interface with respect to subject matter and constructability issues.

- General knowledge of construction means and methods.
- General knowledge of field engineering and surveying terminology and methods.

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com