



Job Title: Senior Project Manager
Department: Project Management

Reports to: General Manager
Last Updated: July 13, 2022

Job Summary: The Senior Project Manager is responsible for facilitating the design, fabrication, and delivery and installation of architectural facade according to predetermine timeliness and budgets. Senior Project manager must have the ability to manage and motivate a project team of up to 6 other individuals within the Project Management Department. Will be required to regularly present upper management with process, cost saving and profit driven ideas and solutions.

Essential Functions:

- Manage 10+ projects with total portfolio value from 6MM to 15MM with little to no guidance from the General Manager.
- Manage a large multi-faceted project with an individual contract value greater than 1 MM
- Coach, train, and educate lower level team members
- Identify, develop and implement new processes and cost savings initiatives for betterment of CEI with guidance from Senior Project Manager and/or General Manager
- Knowledge of current market conditions and the ability to make adjustments and well-thought out decisions when the conditions and trends effect project delivery and budget
- Ability to manage and motivate a project team of up to 6 other individuals as required for project delivery
- Solid understanding of project accounting and what factors contribute to the company's overhead and profitability
- Regularly presenting upper management with process, cost saving and profit driven ideas and solutions
- Identify and implementation of a corrective plan of action of any and all inefficiencies in the delivery of CEI projects
- Ability to identify, manage and provide resolution to all project conflicts.
- Escalate matters of significance only as appropriate to General Manager
- Ability to identify risks, develop risk mitigation and contingency plans and implement actions plans to reduce or eliminate project risks
- Have entrepreneurial focus and the ability to see the big picture while simultaneously focusing on details and individual project execution
- Possess communication skills and advanced understanding of CEI's systems and process that allows you to represent CEI in any fashion
- Other duties as assigned by supervisor.

Knowledge Skills and Abilities:

- Excellent Communication Skills, both written and verbal
- Exceptional Organization Skills
- Computer applications skills including Microsoft Programs, Data Entry, and Internet Use
- Problem Solving Ability
- Accuracy and good attention to detail
- Exhibit character and work ethic consistent with the CEI culture



- Ability to work in a fast-paced environment, while producing desired results and making informed decisions.
- Ability to manage the project scope effectively.
- Ability to manage stress and high-pressure situations.

Working Conditions: General office environment. Involves significant time sitting and working at a computer keyboard and on the telephone. Also involves walking, stooping, and bending. Travel to construction job sites via air and car across North America. While on job sites have the ability to navigate job sites by foot and/or lifts following all PPE and Safety Requirements.

Minimum Qualifications:

- Bachelor's Degree in Project Management or related field
- 8 Years' experience in Construction Field
- 8 years' experience in Project Management
- Detailed knowledge of project management requirements

Success Factors:

- Excellent written and oral communication skills.
- Creative problem solver.
- Highly organized.
- Ability to prioritize and multitask
- Maintain a positive attitude at all times.

Email your Resume to [Angie Kennedy](#), HR Manager