

Senior Project Manager

Requirements:

- Has 10-15 years' experience
- Possesses extensive knowledge of installation techniques, electrical theory and safety regulations
- Knowledgeable of computer estimating systems
- Licensed or capable of being licensed in PA (Philadelphia), DE, or NJ
- Excellent communication skills, written and oral, particularly with clients or potential clients

Responsibilities:

- Initial project set-up
- Prepare and track project start-up checklist
- Prepare for/attend project meetings
- Review and understand project documents
- Electronic document set-up
- Project photo documentation from job sites
- Assist with change order requests and preparation
- Manage subcontractor invoices and other bills
- Secure documentation for materials stored off-site
- RFI management and processing
- Maintain ticket log
- Submittal review and processing
- Manage and assemble LEED documentation (if required)
- Manage documentation related to preparing and managing punch list
- Assemble as-built documents
- Closeout/Warranty documentation