



# Project Manager Job Posting

The project manager is responsible to manage the development projects from pre-construction stage through to completion. Projects to include retail centers, Logistics facilities & Aviation infrastructure. Acting as the owner's representative, will effectively communicate and coordinate the construction activities within approved budgets & schedule.

Roles and Responsibilities of the Position: The following responsibilities include, but are not limited to;

## Job Description:

- Review Construction Documents such as Geotechnical & Environmental reports, IFC drawings, specifications, correspondence, pertinent development information, leases, & construction contracts.
- Coordinate the delivery of utilities to the site (Phone, Cable, Gas, etc.)
- Oversee the building permit application.
- Participate in project planning – sequence of construction, deliverables, selection of trades, budgets, manpower, special site conditions, etc.
- Coordinate project specific issues with internal departments – (Development, Leasing, Accounting, Aggregates & Resources).
- Provide direction to field & related office staff – Mentor & support.
- Provide direction to trade contractors & suppliers
- Provide technical solutions & guidance.
- Review monthly invoices & recommend payments.
- Negotiate revisions to contracted scope of work.
- Prepare schedules and provide monthly status reports.
- Liaison with Tenants, Stake holders & agencies
- Manage project close out documents for substantial completion, letter of credit deductions, etc.
- Coordinate Health & Safety program with RCG health & Safety Rep.

## Skill's & Qualifications:

- A university Degree or College degree, preferably in the field of construction management or engineering.
- 3-5 years of Construction management experience.
- Valid driver's license
- Working knowledge of Microsoft office & Microsoft projects
- Ability to read drawings; Architectural, Structural, Electrical, Mechanical, Site grading, Site servicing, Site Electrical & lighting, Landscaping, etc.
- Ability to work in a team environment, internal & external stake holders.
- Extensive written & Verbal communication skills in the English language
- Work within a fast-paced environment and meet deadlines.

- **Job Type: Full-time**

Rice Group is an equal opportunity employer, welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If this is an opportunity you are interested in, please respond with a resume and cover letter.

We thank all candidates for their interest in opportunities with us however, only the candidates selected for an interview will be contacted. **NOTICE TO THIRD PARTY AGENCIES:** Please note that Rice Group does not accept unsolicited resumes from recruiters or employment agencies.