

Job Title: Project Manager

Department: Operations

Reports To: Senior Project Manager/Operations Manager

Job Purpose: The Project Manager at OSM is responsible for planning, coordinating, and overseeing construction projects from inception to completion. This role involves managing budgets, schedules, and resources to ensure projects are completed on time, within budget, and to the highest quality standards. The Project Manager acts as a liaison between clients, subcontractors, and internal teams to deliver successful construction projects.

Core Responsibilities:

- **Project Planning and Scheduling:**
 - Develop comprehensive project plans, including scope, schedule, and budget.
 - Coordinate with architects, engineers, and other relevant parties to finalize project specifications and plans.
 - Monitor project progress and implement corrective actions to address any deviations or delays.
- **Budget and Cost Management:**
 - Prepare and manage project budgets, ensuring cost-effective use of resources, and making adjustment as necessary.
 - Approve expenditures and manage procurement of materials and services.
- **Resource Management:**
 - Identify and allocate resources, including labor, materials, and equipment, to meet project requirements.
 - Manage subcontractors and suppliers, negotiating contracts and agreements, and ensuring timely delivery and quality of work.
- **Quality Control:**
 - Establish and enforce quality control standards and procedures.
 - Conduct regular inspections to ensure work meets project specifications and quality standards, promptly addressing any deficiencies or issues.
- **Risk Management:**
 - Identify potential risks to the project and team members and develop mitigation strategies.
 - Ensure compliance with all safety regulations and company policies.
- **Communication and Coordination:**
 - Serve as the primary point of contact for clients, providing regular updates on project status and project goals.
 - Facilitate communication between internal teams, subcontractors, and other relevant parties.
- **Documentation and Reporting:**
 - Maintain accurate and up-to-date project documentation, including contracts, change orders, changes to scope or plans, and progress reports.
 - Prepare and submit reports to the Operations team, detailing project status, budget, and performance metrics.
 - Prepare and present final project documentation to clients.

- **Team Leadership**

- Lead and motivate project teams, fostering a collaborative and productive work environment and ensuring they have the resources needed to perform their tasks.

Qualifications:

- **Education:** Bachelor's degree in Construction Management, Civil Engineering, Architecture, or a related field. A Master's degree or relevant certifications (e.g., PMP, CCM) are preferred.
- **Experience:** Minimum of 7-10 years of experience in construction project management, with a proven track record of managing large-scale projects.
- **Skills:**
 - Strong knowledge of construction processes, techniques, and best practices.
 - Excellent project management skills, including budgeting, scheduling, and resource allocation.
 - Proficiency in reading and interpreting blueprints, drawings, and specifications.
 - Effective communication and interpersonal skills.
 - Strong problem-solving and decision-making abilities.
 - Proficiency in construction management software and tools.

Working Conditions:

- Full-time position, primarily based in office with some work on construction sites.
- May require working extended hours, weekends, and holidays to meet project deadlines.