



## PROJECT MANAGER

### JOB SUMMARY

As a Project Manager at Atwell you will work on diverse projects with various size, scope, and detail. You will work in a flexible and entrepreneurial work environment with a vibrant office culture and a national presence. Atwell is looking for Civil Project Managers that are interested in being a subject matter expert in residential, commercial, or industrial land development. Our diverse project scopes will allow you to cross market your skill set into renewable energy, or oil & gas including working with environmental teams and landscape architects.

### ESSENTIAL FUNCTIONS

- Establish annual Project Manager Business Plan.
- Manage a team of design professionals including Coaching, counseling, and mentoring team members.
- Establish project objectives:
  - Collaborate with client and management.
  - Develop project proposal.
- Ensure contractual relationship with client:
  - Negotiate and obtain signed contract prior to commencing work.
  - Invoice work and collect A/R in accordance with contract.
  - Create work order amendments in an orderly fashion to ensure project success.
- Promote internal communication by sharing information and encouraging dialogue within project teams, across market sectors, and throughout the organization.
- Foster relationship with client:
  - Keep client informed.
  - Respond to client's concerns in a timely manner.
- Develop future business:
  - Provide marketing support and presentations.
  - Follow up on outstanding proposals.
  - Proactively build and maintain relationships with current and future clients.
- Ensure project and client communications:
  - Compile project status updates for both internal and client use.
  - Coach, counsel, and mentor team members.
- Ensure product quality and Atwell reputation:
  - Follow Atwell Product Quality Manual and established standards.
- Maintain professional and technical knowledge:
  - Review professional and market segment publications.
  - Participate in applicable professional societies and trade associations.
- Achieve performance objectives:
  - Meet or exceed designated chargeability, invoicing ratio, individual revenue goals, % Accounts Receivable >60 days, work-in-process, write-offs, hours worked, dollar value of proposals written, and business development hours.
- Assist with organizing the project team:



- Assign responsibilities.
  - Forecast workload shortages and overages.
  - Negotiate and contract with approved sub-consultants.
- Help with determining project status:
  - Collect, analyze, and summarize information and trends.
  - Intervene, as needed, to assure project objectives.
- Help to achieve financial objectives:
  - Approve expenditures.
  - Analyze variances (e.g., scope creep).
  - Negotiate changes in scope/contract.
  - Invoice and collect payment per contract terms.
  - Initiate corrective actions.
  - Report results to management

## EDUCATION/EXPERIENCE

- Bachelor's Degree in Civil Engineering or related field
- PE License is Highly Desired
- Eight (8) plus years of experience with Residential/Commercial Land Development

## APPLY ON THE LINK BELOW:

### MESA, AZ

<https://careers-atwell.icims.com/jobs/1318/project-manager/job>

### TEMPE, AZ

<https://careers-atwell.icims.com/jobs/1319/project-manager/job>