

## **Senior Project Manager Position Summary:**

The Senior Project Manager will procure and supervise electrical construction and renovation projects along with assisting a team of Project Managers to do the same. As a Senior Project Manager, this position will be working as part of our team and engaging in nearly every aspect of the electrical contracting business.

### **Primary Responsibilities:**

- Managing their own projects while assisting project managers, project engineers and estimators within your team to accomplish the below tasks
- Prepare, issue and maintain purchase orders, submittals, invoices, subcontracts, timesheets, requests for information, change orders and all other project management paperwork
- Understand project billing schedule and provide timely billings
- Understand and manage project cash flow
- Review, utilize and maintain project reporting systems
- Participate in estimating as required
- Review contracts and subcontracts
- Determine and coordinate manpower requirements
- Personally, observe and monitor on-site job progress
- Participate in company marketing activities
- Play a prominent role in the EOS Leadership Team
- Monitor staff performance and complete performance reviews
- Coach, mentor, motivate and supervise project team
- Develop, foster and maintain professional relationships with owners, general contractors, subcontractors and suppliers
- Support and carry out directives, programs and initiatives as envisioned and directed by the Branch Manager
- Participate in trade organizations and community involvement activities
- Exemplify, promote and foster our purpose of Committed to Excellence through our Core Values of Customers, Employees, Character and Mastery
- All other duties as assigned and required

### **Required Qualifications:**

- Commercial/Industrial Electrical construction experience
- Self-motivated with strong organizational skills and attention to detail
- Superior communication skills written and verbal
- Ability to manage a team and build working relationships within all levels of the organization
- Ability to perform without supervision
- Strong computer skills
- Detail-oriented with drive to accomplish set goals
- Must exhibit an energetic and positive attitude

### **Education and Experience:**

- Associate or Bachelor's degree preferred
- 5 to 10 years' experience in Commercial/Industrial Electrical Construction, successfully managing and estimating projects of 1M to 25M in value
- Will consider equivalent experience and education on a case by case basis.

**Job Type: Full-time**

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