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## HVAC Mechanical Project Manager

### Description

This position requires a skilled multi-tasker, working with various teams to manage assigned project scopes. Candidate should possess a strong work ethic, a collaborative team mindset but capable of independently estimating change orders and successfully managing all aspects of multiple projects, simultaneously, from kickoff through closeout completion.

### Responsibilities

- Work directly with internal teams and clients to determine project scope, specifications, requirements and establish deadlines
- Ensure that the estimating and turnover standards are utilized effectively and recommend updates in processes when available.
- Run execution of the project in accordance with organization's project management methodology according to the established project plan
- Coordinate with vendors to ensure they are integrated into the project and that the customer receives products on time and satisfactory standards of service
- Develop and build internal and external relationships by promptly addressing concerns and resolving
- Oversee and communicate progression to all stakeholders involved with the account/customer throughout process including:
  - Design
  - Permitting
  - Material delivery
  - Labor scheduling
  - Field installation
  - Forecasting & financial reporting
- Participate in weekly Work in progress (WIP) meetings with internal teams to reinforce status.
- Supervise progress and performance against the project plan; take action to resolve problems, minimize delays and follow-up on all aspects of projects
- Complete deliverables within or below budgeted guidelines, advising stakeholders with enough notice to pivot or remedy any challenges or anticipated financial ramifications.
- Ensure compliance with OSHA & safety program for employees and subcontractors.

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time

### Industry

Construction

### Job Location

Kenilworth, NJ

### Base Salary

\$ 70K - \$ 90K

### Working Hours

9 am to 5pm M-f

- Perform job site visits to ensure quality control
- Manage project file structures in hardcopy and digital formats and work with supporting coordinator for timely invoicing of work, complete RFIs, submittals, change orders and warranty statements/O&Ms as needed

## **Qualifications**

- 3+ years construction/HVAC experience in project management and/or estimating required
- An outgoing personality with strong communication and negotiation skills
- Initiative; self-motivated and driven self-starter with high integrity.
- Skillful listener, with excellent communication, interpersonal, and customer service skills.
- Excellent time management skills and prioritization of tasks to meet deadlines and work on multiple project tasks simultaneously
- Knowledge in Public Bids a plus
- Ability to work on several projects simultaneously
- Analytical thinking with strong attention to detail
- Proficient with Microsoft Office and Sharepoint: Outlook/Word/Excel/Teams
- High School diploma/GED or higher education and a quick learner
- Must be punctual, dependable and be able to take initiative and be proactive
- Embrace change in processes as the company continues to grow
- Current valid driver's license for operating motor vehicles in the state of New Jersey
- Must remain vigilant in staying current with market trends, costs and competition, in order to remain competitive,

## **Job Benefits**

- Competitive Industry Salary based on experience
- Cell phone
- Matching 401K
- Paid Holidays
- Paid sick/vacation time off
- Health Care, Dental, Vision plans
- Employee Referral Program