

PROJECT MANAGER (LEVELS 2 & 3)

Peralte-Clark is looking to hire an experienced Project Manager. If you are team-oriented and have an entrepreneurial spirit, appreciate a goal-oriented management style, and would like to leverage and expand your diverse set of skills, you will enjoy working with us. Most of all, if you want to make an impact and help shape the future of our firm, we welcome you.

POSITION OVERVIEW:

The **Project Manager's** overall objective is to build and maintain a positive client relationship, and to achieve or exceed the estimated profit margin for the project. Organizes cross-functional activities, for coordination of project activities for the completion of the project (i.e., project deliverables, schedule and budget). Capable of managing and directing the development of proposals, project initiation, project execution/control and project closeout for planning, Environmental Impact Statements, design and/or construction projects, and is responsible for project budgets, extra work requests and invoicing. Participates in, or leads project-specific marketing, proposal preparation and presentations for successful project selection. Plans the complete project execution and develops the project manual. Schedules and monitors manpower requirements against the project budget/spending performance, including managing activities related to project scope, schedule, cost, cash flow, quality, communications, coordination, manpower, discipline requirements, resources, procurement, and risk elements required to optimize client service, quality, and fiscal responsibility. Monitors the project from initiation through delivery including development, execution and updating project manpower. Forms a project work team that meets regularly to coordinate responsibility for assignment and execution of tasks according to schedule. Submits documents to Federal, state, and local authorities for code compliance review and submits documentation for the various permits applications as required. Holds regularly scheduled project progress meetings to review that the project contract's terms, conditions, and specifications are being met. Ensures project personnel adhere to federal and state regulatory requirements and company policies and manpower, equipment, materials, and quality procedures are recognized for timely intervention and resolution. May select, supervise, develop, and evaluate personnel to ensure the efficient operation of the function.

REQUIREMENTS:

- **KNOWLEDGE:** Uses skills as a seasoned, experienced professional with a full understanding of industry practices and company policies and procedures; resolves a wide range of issues in imaginative as well as practical ways. This job is the fully qualified, career-oriented, journey-level position.
- **JOB COMPLEXITY:** Works on a range of important problems and projects of diverse scope to projects with complex issues. Exercises good judgment in selecting appropriate methods and techniques for obtaining solutions. Interacts with senior internal and some external personnel.
- **SUPERVISION:** Normally receives little instruction on day-to-day work, general instructions on new assignments. May provide guidance to other personnel. May coordinate with Senior Project Managers. With more experience, works without specific instructions, exercising judgment to independently determine appropriate methods and procedures for completing new assignments. May provide guidance and indirect supervision to other personnel. Coordinates with, and provides consultation and advice to, Senior Project Managers.
- **EXPERIENCE:** Typically requires a minimum of 10—12+ years of related experience. Related Bachelor's Degree and formal training in project management required. Good understanding of project contract's terms and conditions.

ABOUT US:

Peralte-Clark is a forward-looking, rapidly growing firm that is on the leading edge of the industry. We are seeking our bright and experienced engineers with an entrepreneurial spirit with a singular focus on client satisfaction to help achieve our vision for the firm. We have offices located in downtown Arlington Heights and downtown Chicago.

If you are interested in joining our dynamic team, send your resume and cover letter to careers@peralte-clark.com.