



Review Job

Project Manager

New York, NY (US)



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About the Job

Your Opportunity: Our Program & Project Management group pioneered independent project management in North America over 40 years ago, helping to define it as an over-arching profession distinct from architecture, engineering, and construction management. Exciting opportunities are available to join this passionate and talented group of professionals as we continue to set high standards for performance, innovation and service. This is a place where great ideas and rewarding careers call home. We help solve capital project challenges through the use of formal strategic and program/project management processes, enabled by project planning and management technology. Our professionals focus on managing program activities, expectations, and risk, while leading, supporting, and/or advising clients throughout all stages of the project life cycle. Our track record for success allows you to set the pace of your career.

We focus on the healthcare, higher education and other institutional clients. We act on behalf of our clients assembling project teams and providing leadership to a successful completion – on-time and within budget. Client satisfaction, value and quality are essential aspects of our business model. Good is not good enough!

We seek individuals with previous experience planning, designing, building and/or managing the development of facilities. Our approach to project management is proactive and entrepreneurial. We believe that there is no substitute for strong leadership coupled with clear and concise communications. The development team must understand the Project's mission as well as the expected deliverables and timeframes. A comprehensive development work plan, which outlines all of the required activities, approvals and contingencies is necessary to insure success. We support the Owner to challenge assumptions and make timely decisions in the context of a complete development plan that forecasts the opportunities as well as the pit-falls. Longstanding relationships with our clients, our project teams, and regulatory agencies foster a level of trust and respect unmatched in the industry.



No Logo Available

Stantec**Job Title:** Project Manager**Type:** Full Time**Category:** Building and Construction**Location:** New York, NY (US)

Your Duties: A Project Manager is detail-oriented, organized, dependable, resourceful, and able to perform well under the pressure of deadlines with the ability to adapt to a dynamic project environment and manage multiple tasks over an extended period of time. He/she demonstrates leadership qualities and the ability to work well with all levels of associates. This individual is able to identify and resolve problems in a timely manner, gather and analyze information skillfully and maintain confidentiality at all levels. A PM acts as an ambassador of the company with clients, consultants and his/her peers. A PM possesses both the ability and the willingness to ensure the financial success of the project and of the company through prudent management of all resources and judicious oversight. The PM is responsible for the day to day operation of assigned project(s) in support of the Project Director/Executive.

Responsibilities:

- Manage multiple capital expansion projects as an Owner's Representative.
- Manage the approved scope, budget, and schedule are of utmost importance.
- Communicate daily with the client and project team.
- Lead the Design Team consisting of the Architect, Engineers, Equipment Planner, and other consultants.
- Day to day project oversight and communication with the client and project team.
- Prepare and distribute meeting notes to the project team.
- Lead the Construction Team on behalf of the owner .
- Develop, Track, Update, Forecast and modify the project schedule and
- Develop, Track, Update, Forecast and modify the project schedule and budget throughout all phases of the project.
- Review and track all contracts, invoices, and payments to all contractors, consultants, and equipment vendors.
- Prepare Monthly Reports to Owner.
- Assist in plan reviews and inspections with the Authorities Having Jurisdiction.
- Understand and assist in the negotiation of contracts of all parties to the project.
- Assist in move-in activities.
- Review and approval all invoices and change orders associated with the project.
- Evaluate, advise on and assist in resolving disputes and claims.
- Reports to project director/project executive.

Your Capabilities and Credentials:

- 3 - 6 years' experience in Architecture, Engineering, Construction Management, Business, or equivalent experience.
- Degree in Architecture, Engineering, Construction Management or equivalent degree.
- Strong computer skills and literacy in scheduling, word processing, presentation and spreadsheet software.
- Unifier experience a plus.
- Estimating experience is a plus.
- Understanding of and ability to read plans and specifications.
- General understanding of design and construction process and requirements.
- Good interpersonal skills.
- Good written and oral communication skills.
- Good organizational skills and problem solving abilities.
- Good communicator; good interpersonal skills; good team leader; problem solver; self-starter, very intelligent.

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Job ID: 14548916