

## **Job Description – Construction Project Manager**

This is a full-time, permanent position in a fast-paced environment. The role will be based at client facility located in the Research Triangle Park, NC.

### Primary Responsibilities:

- Solicit and secure contractors through RFP process
- Project setup including staff plans, budgets and project processes
- Subcontractor scope development, buyout and day to day management
- Help develop and manage quality control plan
- Help develop and manage document control and communication plans
- Constructability and design document reviews during proposal development
- Schedule development and updating
- Work with Senior Management to develop project execution strategy
- Work with team to develop site specific logistics plan and phasing concepts
- Work with team to develop and manage site specific safety plan
- Work collaboratively and build effective relationships with design team, subcontractors, site operations and local jurisdictional personnel
- Maintain a positive attitude in a fast-paced environment

### Required Qualifications:

- 4+ years of construction management experience
- Ability to understand and integrate contractual obligations into project control tools
- Knowledge of Quality Assurance (QA) and Environmental, Health & Safety (EHS) standards
- Experience working to regulatory standards: FDA, Good Engineering Practice (GEP), Good Manufacturing Procedures (GMP) and Good Documentation Practices (GDP)
- Strong Understanding of mechanical and electrical systems
- Working knowledge of local contractor and sub-contractors ideal but not required
- Ability to compile and analyze data
- Organizational skills, oral & written communication and team attitude
- Working knowledge of basic computer software