

M & M Construction Ltd.

require a

Project Manager

Duties and Responsibilities:

Preparation of tenders including take-offs, pricing and financial submissions
Preparation and negotiation of contracts and subcontracts
Purchasing and procurement of materials including preparation of submittal and shop drawing packages
Project coordination, scheduling, allocations, contract administration
Ability to chair site meetings

Qualifications and experience:

Should possess a suitable professional qualification
Working knowledge and proficiency in software applications
A minimum of 5 years experience in the construction industry
Applicants should be self motivated and able to work with minimum supervision, have a pleasant personality and good communication skills.
This position reports directly to the General Manager.
Applications should be in writing and submitted no later than May 25, 2012.

The General Manager
M & M Construction Ltd.
P.O. Box FL 688, Flatts FL BX
Or email: mike@mmcon.com