Surface Trends Ltd. is seeking the following:

Project Manager

The successful candidate will be responsible for overseeing all aspects of our tiling contracts and the supervision of all phases of fabrication of specialized stone components. Candidates must have a Bachelors Degree in a Construction related field with an official designation of Civil Engineer and at least eight (8) years relevant experience as a Project Manager with a proven track record of delivering first class finished projects on time, on budget and to the satisfaction of the clients.

Job Responsibilities:

- Oversee the day to day operations of Surface Trends Ltd.
- Price of projects from inception to finish, conduct quantity take offs
- Procurement of materials and manpower to carry out the work
- Track change orders and materials
- Submit monthly payment requests and track payments
- Work with Controller to ensure budgets are maintained
- Monitor manpower to ensure jobs are done on time, on schedule, correct and within budget
- Liaise with architects and suppliers, monitor client satisfaction and aiming to exceed expectations
- Ability to use the following software: Excel, Word, QB Enterprise/Contractor
- Ability to work under pressure and against tight deadlines is required, as well as working nights and weekends as necessary.

The successful candidate must demonstrate strong management skills including the ability to resolve contractual and technical issues with relevant parties. The ability to lead staff of 15-30 and direct sub contractors and suppliers is essential as is the ability to maintain quality control throughout the duration of the project. Candidates must have proven experience in a similar role along with excellent written and verbal communication skills and the ability to work with project management software.

Interested persons should apply in writing detailing their experience no later than November 9, 2012 to the Admin Officer, Surface Trends Ltd., No. 17 Serpentine Road, Pembroke HM07 or email: accounts@surfacetrends.com