



On behalf of our client:  
**GORHAM'S LIMITED**  
We are seeking a  
**Project Manager**

Gorham's requires a Project Manager to maintain and build solid customer relationships with their existing and future customers. The PM is to take on the responsibility of overseeing all modes of construction management services to assist our customers, designers and general contractors in order to provide an ultimate final turn key product and service.

All applicants must have professionally recognized qualifications and a minimum of 5 years certified working experience in this scope of project management and consultancy. Applicants must be approachable, self-motivated and able to work without supervision throughout all the various aspects of the job. Applicants must be versatile in time and cost management systems and understand the necessity of meeting deadlines. Their ability to manage several projects at any given time while both tendering and securing projects is essential. The Project Manager will assume full responsibility for all pre and post successful residential and commercial contracts from inception to completion.

The position is a hands' on one where the applicant is a working manager operating within a fast-paced environment and able to handle pressure well while remaining detail oriented. Must have excellent communication skills, both oral and written as they will interact with the different array of participants in each project.

Applicants must be proficient in both business and project management software, inclusive of Microsoft Project, Microsoft Office applications, Timberline, Primavera and Revit but not limited to similar programs.

Applicants must be fully capable of completing the numerous tasks below:

- Develop a management system both electronically and within the office environment that is capable of facilitating many projects at once, including full tenders and the close out processes.
- Prepare working budgets for current and future clientele
- Prepare firm quantity estimates, proposals and oversee the entire tender processes for all projects.
- Be well versed, and be able to prepare, review and confirm all contracts for AIA and with Bermuda Supplementary Conditions.
- Prepare, review and confirm all General Contractors and subcontractor schedules, requirements, contracts and payments.
- Prepare and update ongoing Construction and Procurement Schedules
- Provide, manage and supervise full cash flow projections for all clients and draw down schedules.
- Understanding and be able to provide cost/benefit analysis of various information and building systems.
- Be fully capable to order, secure and coordinate all materials, supplies and specialty items for all projects on behalf of the owner.
- Facilitate all queries from General Contractors and Subtrades on each project including summaries and payment certifications for all GC's, Suppliers and Sub trades.
- Responsible for the daily project administration and coordination for all ongoing and future projects while keeping the management system updated.
- Review, phase and properly allocate all expenses for each project.
- Be able to work closely with both contractors and designers to facilitate all direction of construction as required.
- Understand requirements, processes and be capable of facilitating dispute resolutions, arbitration and Mediation actions.
- Available to work after hours and weekends as needed or required in order to achieve full client satisfaction and/or completion to meet all deadlines.
- Certification of relative Safety Guidelines, Project Management and Budgeting is required.
- Soliciting and marketing capabilities are required in order to source out potential clientele.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position.

The shortlisted candidates may be required to produce schedules, quantity take offs and provide examples of management system capabilities.

If you feel that you have what it takes to be a part of this turbo charged professional team please send a written application detailing all relevant skills, along with your resume and no less than five employment references marked to the attention of: Heidi Capuano, SOS Limited, P.O. Box HM 1721, Hamilton HM GX, Tel. 295-1585, Fax: 295-1495, Email: [heidi@capcarsos.com](mailto:heidi@capcarsos.com)

Closing date: September 3rd, 2013