

Universal Electric Ltd.

*Committed to be the **best** at what we do.*

Universal Electric Ltd. was established in 1965 and is Bermuda's premier and longest serving electrical contracting and service Company.

Universal Electric is currently seeking dedicated and self motivated individuals to join our diverse and dynamic company. If you are committed to contributing to our continued success and growth, we want you on our team.

Project Manager - Electrical Construction

Duties & Responsibilities:

- 8-10 years' experience as a Project Manager on electrical projects up to 10M
- College degree preferred
- High degree of initiative, work without supervision and with strong sense of urgency
- Accountable to yourself and co-workers
- Excellent oral and written communication skills
- Outstanding interpersonal skills. Ability to deal tactfully and efficiently with client and organization at all levels
- MS Office, Word, Excel, project management and estimating software proficient-Accubid experience a plus
- Proven track record of maintaining clients and successful business development within our industry

Additional Job Information:

- Manage all financial aspects of projects through ongoing job forecasting
- Design-Build experience for critical power/DC power, Liebert experience a plus
- Read and interpret construction documents and drawings to prepare estimates and scope letters
- Coordinate multiple jobs with focus on time efficiency and budget awareness
- Conduct project meetings, communicate project status with client and corporate office
- Negotiate and resolve customer concerns
- Set clear goals and expectations to foreman; provide coaching/counseling to foreman
- Manage and generate RFI's and change orders
- Ensure compliance to strict safety standards
- Conduct post project reviews to determine areas for future improvement

Company offers a remuneration package and comprehensive staff benefits commensurate with qualifications and experience for the position. The company maintains a drug-free work environment.

A written resume with at least two written references should be submitted in strict confidence, marking the envelope "Private and Confidential", no later than **Thursday, September 4, 2014** and addressed as follows:

Attention: Human Resources Manager

Universal Electric Ltd.

P.O. Box HM 657

Hamilton HM CX

Telephone: (441) 292-5372

Or e-mail hr@universal.bm