

Project Manager

Overnight Construction requires a Project Manager (PM) 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 role is "hands on" with the suitable candidate functioning as a Manager, able to operate under pressure and strict turnaround times. The applicant must be detail-oriented with superior communication skills, both oral and written; must be able to confidently liaise with clients and colleagues. Applicants must be proficient in both business and project management software, inclusive of Microsoft Project, Microsoft Office applications, Timberline, Primavera, Pevit and other similar programs.

Applicants must be fully capable of:

- Developing 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.
- Preparing working budgets for current and future clientele
- Preparing of 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.
- Preparing, reviewing and confirming all General Contractors and subcontractor schedules, requirements, contracts and payments.
- Preparing and updating ongoing Construction and Procurement Schedules
- Providing, managing and supervising full cash flow projections for all clients and draw down schedules.
- Understand 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 Sub-trades on each project including summaries and payment certifications for all CC'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.

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

If you believe you have the skills and experience for this demanding position, please send your resume to bdajobs2017@gmail.com or apply in writing to the below address:

Overnight Construction Ltd
P.O. Box WK 390
Warwick WK BX

Closing date for applications is **November 27, 2017**