

# **D & J CONSTRUCTION Co., Ltd.**

**requires a**

## **PROJECT MANAGER**

The position requires the applicant to possess a minimum of five years prior office and field experience in building construction with a general contractor in a similar capacity. Applicants must be willing to work extended hours, be able to demonstrate a working knowledge of surveying, engineering, and architecture; be familiar with product selection, interpretation of specifications, and inventory control, and have the ability to manage multiple projects simultaneously.

Applicants must be thoroughly computer literate in spreadsheets and scheduling, fully experienced in take-offs and estimates, contract writing and negotiations, purchasing, management of field activities and field progress, change orders, shop drawings reviews, formulation of payment applications, final accounting, close-out procedures, and cost reporting. Significant involvement and leadership will be in the co-ordination of design information, sub-contractor co-ordination, and Owner/Architect/G.C. job meetings.

Please apply no later than September 20<sup>th</sup>, 2011 with a detailed resume with photograph relating your experience to the position requirements including salary history, certifications, family status, references, and salary expectations. A full description of our company is on our Web Page.

**D & J Construction Co. Ltd.**

**Attn: Human Resources**

**P. O. Box HM 1491**

**Hamilton HM FX, Bermuda**

**E-Mail: [hr@djcon.bm](mailto:hr@djcon.bm)**

**Web: [www.djcon.bm](http://www.djcon.bm)**

**Drug Free Workplace**