



## Project Executive

### Job Scope

The Project Executive is responsible for providing leadership and oversight for the strategic and day-to-day operations for all Construction, Project Management, and Project Administration activities. Responsible for maintaining budgets, timelines, and profitability for assigned projects. Assists in developing and implementing organizational policies and procedures to achieve established organizational goals and support the corporate mission statement.

### Responsibilities

- Provide operational oversight in client management, procedural issues, financial and reporting issues, and workforce planning and analysis.  
Actively manage project management staff's workload, professional development, and client development skills.  
Promote positive customer relations by dealing professionally and fairly with all contractors, subcontractors, and vendors and continually instilling this philosophy about safety, quality, customer service, and profitability in the project team.  
Initiate, execute, and document a quality job start-up meeting for your project(s).  
Manage and maintain Strategic Partnerships with subcontractors and vendors, including verification of timely payment.  
Perform monthly project reviews with project teams to ensure adherence to schedules, quality of work, safety, administration, and profitability.  
Analyze available and qualified personnel and make specific project assignments to meet project needs.  
Assist the Project Managers and Superintendents with resolving specific issues and requests.  
Manage customer relations and change order negotiations.  
Represent company/project in meetings with clients, subcontractors, etc.  
Represent the Company at project Senior Management meetings.  
Schedule, facilitate, and document project close-out meetings.  
Other duties will be assigned based on the position's role within the business unit.

### Requirements

- Bachelor's Degree in Construction Management Civil Engineering, Structural Engineering or other related fields is preferred.  
PE license is a plus.  
Minimum ten years experience in project management, preferably in electrical construction.  
Knowledge of construction technology, scheduling, equipment, and methods required  
Proven experience mentoring and managing others

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Business development/heavy client interaction a plus

Can be a combination of education, training, and relevant experience

Must possess the utmost personal integrity and have the ability to create and lead an organizational culture of collaboration, both internally and externally, to maintain the superior reputation of the firm

Extensive knowledge of safety protocols and procedures

Proficient in using a computer and Microsoft Office (Outlook, Word, Excel, etc.); Accubid and Oacle experience preferred

Ability to understand and follow standard operating policies and procedures.

Ability to prioritize and manage multiple tasks, changing priorities as necessary

Ability to work under time pressure and adapt to changing requirements with a positive attitude

Effective oral and written communication skills as required for the position

Ability to be self-motivated, proactive, and an effective team player

Ability to interact effectively and professionally with all levels of employees, both management and staff alike, vendors, clients, and others