



JOB POSTING

Date Posted: January 26, 2017
Requisition #: OP06

Date to be removed: Open until filled

JOB TITLE: Project Manager
REPORTS TO: President
LOCATION: All locations

The project manager is responsible for overall project performance, coordinating with the other members of the project team and the company at large for the timely and optimal utilization of resources assigned to the project. Works to ensure that project is completed within the established time frame and maximize budgetary parameters.

Assists in planning and coordinating system for design and implementation of projects. Such projects may involve the development of new data processing applications systems or the substantial modification of existing systems. Projects may also involve basic changes in methods and techniques employed. This position provides technical coordination and review with the project teams, but not direct administrative supervision.

Duties and Responsibilities:

1. Reviews project contract to determine most appropriate procedures, prepares budget projections and requirements.
2. Establishes schedule for implementation for project team.
3. Maintains close liaison with engineering team so the concepts and goals of the project are achieved, providing good technical guidance as needed.
4. Monitors activities to ensure compliance with any government regulations that may apply.
5. Responsible for activities and the results of those activities specifically assigned and agreed upon.
6. Completes assigned projects in a timely manner, within project resources.
7. Ensures good coordination and effective project integration with existing systems.
8. Secures approvals on specifications and project completion as appropriate.
9. Keeps management informed of project progress and problems, particularly as to needed changes in schedule, resources, production, or installation.
10. Prepares periodic progress reports, estimates, and re-estimates, including productivity analysis for the President, Operations and Accounting.
11. Responds to problems in a timely, effective manner.
12. Maintains appropriate expertise to ensure effective, solution-oriented service level.

Qualified Candidates Will Possess the Following:

1. Company commitments often demand timely, innovative thinking and actions. Contract variations require discerning analysis and specially formulated plans.
2. College graduate or equivalent; construction management or engineering background preferable.
3. Minimum 5+ year's project coordinator or construction management experience.
4. Experienced with MS Office programs.
5. A self-motivated career professional that enjoys detailed project work, strong analytical skills, organizational skills, and works well under pressure.
6. Position demands maturity, confidentiality, and the ability to interface with various departments and individuals. Must be flexible and able to work independently or as part of a team, as workflows dictate.
7. Ability to develop procedures and training tools for increased efficiency.

WORK CONDITIONS / PHYSICAL REQUIREMENTS:

1. Ability to sit for long periods of time.
2. Dexterity of hands and fingers to operate a computer keyboard and mouse.
3. Ability to lift and carry large samples of glass.

Standing:	10%	Ear Protection:	Yes	No	X
Sitting:	80%	Eye Protection:	Yes	No	X
Lifting:	5%**	Nose Protection:	Yes	No	X
Bending:	5%	Foot Protection:	Yes	No	X
		Hard Hat Req'd:	Yes	No	X

**Must be able to lift at least 50lbs.

Office Hours & Travel:

Full Time, Monday-Friday, Travel to job sites or offices as needed.

Application for Position:

Please indicate your interest by submitting your resume via email to, careers@bensonglobal.com. Selections will be made based on a combination of skills, knowledge, and abilities. Indicating your interest in this position does not necessarily guarantee that you will be hired.

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