



Company: PROMUS is a consulting engineering firm providing Mechanical, Electrical, Plumbing, Fire Protection that as founded in 2009. We are a complete 100% remote work from home-based organization.

Job Summary: The Project Manager (PM) is responsible for managing and coordinating multiple projects to ensure they are completed on time, on budget, and with quality. The PM will organize project tasks and schedules, coordinate project resources, and communicate directly with customers to deliver successful projects. In addition to project management responsibilities, the Project Manager will contribute to the design team based on design knowledge and industry experience. This individual will coordinate all activities of the project team, interface with key cross-functional groups (design, QC, etc.), report project status for the assigned projects, and lead the project from inception to completion, including on-site as necessary. Experience in design automotive, education, hospitality and industrial systems are highly desired.

Duties and Functions:

Project Management

- Organize and plan project tasks and schedules
- Manage tasks in accordance with industry best standards and those of the company
- Communicate project status to stakeholders and key project participants
- Lead “Kick-Off” meetings to clearly define the scope of work and project goals
- Facilitate collaboration across project team to ensure timely, cost-effective project delivery
- Delegate work to team members based on skills and expertise
- Optimize project deliverables, schedule, and budgeting
- Create reports to communicate project status
- Keep the project team focused on the end goal
- Work with proposal teams to develop cost estimates and project plans
- Stay aware of company goals and strategies to ensure projects align with business priorities
- Monitor the financial performance of the project and identify areas of ‘scope creep’ for Add Service opportunities; coordinate with the customer and management to address the issue
- Communicate directly with customer on projects and manage customer expectations

Design and Construction Coordination

- Maintain complete and orderly project files and documentation
- Participate in the QC process by reviewing design documents meet project scope requirements
- Coordinate to ensure that production of design documents meet scope, schedule, and quality requirements

- Maintain current knowledge of client's design standards and procedures

Mentoring and Training

- Assist in the professional development of junior engineers and designers through individual mentoring and participation in the firm's various internal training programs
- Participate in continual process improvement through leadership in initiative teams, task committees, training sessions and other special efforts

Qualification Requirements:

- Bachelor's degree in applicable discipline
- Minimum of 5 years related experience in MEP engineering
- Experience delivering turnkey design and construction projects preferred
- Experience leading cross-disciplinary design and construction teams
- Strong aptitude in engineering design
- Strong computer skills (AutoCAD, REVIT, BIM360, Microsoft Office)
- Well developed, detail oriented organizational skills
- Ability to set and achieve goals based on the client's priorities and project objectives
- Ability to work as part of a design team as well as independently, coordination of disciplines, manage designers time and schedules for multiple projects simultaneously.