

## PROJECT MANAGER

### Position Description

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This full-time technical role reports to a senior staff member/director. Responsibilities include (but are not limited to):

- Managing and assessing complex information for accuracy and risk on a variety of high-profile projects to ensure highest quality and timely delivery of a wide scope of contracted services.
- Completing plan and cost reviews, due diligence, site observations, property condition reports, and internal quality control reviews.
- Performing construction project management, leading project meetings, and writing reports.
- Conducting research and business development.
- Preparing and delivering presentations.
- Mentoring team members including through group or one-on-one training.
- Professionally representing **Fulcrum** and its clients.
- Assisting senior team members in the field and in the office on more complex/special projects.
- Supporting senior leadership on various projects, company initiatives, and administrative matters.

Travel in- and out-of-state is a requirement, and will include overnight stays.

### Requirements: Knowledge and Skills

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- Bachelor's degree in Architecture, Construction Engineering, Construction Management, Facilities Management, Quantity Surveying, or similar from an accredited university plus five years of related experience.\*
- Sound construction and construction administration knowledge.
- Familiarity with housing, retail and commercial design or construction.
- Construction related professional qualification such as AC, CPC, LEED AP, PE, PMP, RA, RICS, etc. preferred.
- Highly articulate and possess first-rate interpersonal skills with ability to effectively interact at all levels within and external to the organization including lenders, investors, developers and contractors.
- Exceptional problem solving, prioritization, organizational, and multi-tasking skills.
- Strong focus on detail and skilled in handling diverse tasks with high degree of accuracy and timeliness.
- Demonstrated ability to work independently or as part of a team to produce highest quality results.
- Excellent written, mathematical, and grammatical skills, along with a high proficiency in Microsoft Office (Excel, Word, etc.); Bluebeam proficiency preferred.
- Commitment to ongoing learning and professional development.
- Physical demands include sitting, standing, walking considerable distances, climbing stairs/ladders, negotiating work areas under construction, including in diverse/inclement weather conditions.

\*Consideration may be given to candidates with an equivalent combination of education and related experience, and/or who are pursuing or have attained construction related professional certification.

This is an exciting opportunity for an individual who excels in a fast-paced environment, strives to be a "Pivotal Resource", and is seeking a career opportunity that offers growth. Please submit your application, resume, and cover letter at:

<https://fulcrumcompany.com/careers/employment-application/>

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