



## **Project Manager - BioTech/Life Sciences**

Looking for a Healthcare Project Manager who must have at least 5 years of commercial construction experience.

### **Job Description:**

#### **POSITION RESPONSIBILITIES AND DUTIES:**

- At least 5 years of experience in life science/biopharmaceutical commercial project management in a commercial construction setting.
- Able to perform all Assistant Project Manager's and Project Engineer's responsibilities (refer to position descriptions)
- Estimate and establish budgets and contract price (GMP/Lump Sum)
- Negotiate cost-effective subcontract and material purchases
- Set up and implement job procedures and techniques to assure timely buyout, shop drawing approval and material delivery
- Keep project on schedule
- Develop and maintain good relationship with Owner, Architect and Subcontractors
- Work with Superintendent to develop safety plans and to implement safety procedures
- Maintain timely and accurate reporting to management
- Manage, train, and supervise project team according to Company policy
- Organize regular meetings for management and subcontractors
- Review contract conditions; ensure compliance with all contract terms
- Supervise documentation of all significant project events, e.g., accidents, delays, Change Orders
- Direct preconstruction services and activities
- Negotiate, prepare and issue subcontract bid packages
- Assist with business development and participate in job interviews
- Maintain quality control (integrity and excellence of completed project)
- Support estimating staff (bid item specialist)
- Avoid or mitigate claims and conflict
- Complete all job close-out procedures
- Conduct warranty follow-up (1-year warranty walks)
- Complete project with full or enhanced fee
- Complete other responsibilities as assigned



#### MINIMUM SKILLS OR EXPERIENCE REQUIREMENTS:

- Engineering, Construction Management or Architectural degree or equivalent experience
- Bachelor's degree in courses such as chemistry, biochemistry, pharmacy, engineering, management, or related discipline. Post graduates degrees are an advantage.
- Field construction management experience (5-8 years, including supervisory skills)
- Leadership ability
- Problem-solving ability and strong sense of urgency
- Organizational and communication skills
- Drafting and computer skills
- Fundamental knowledge of contract law and project accounting
- Thorough understanding of all project management control systems (scheduling, cost control, procurement and estimating)

Send your CV and cover letter to the Hiring Manager at [hrdept@goldreedpro.com](mailto:hrdept@goldreedpro.com)