**Project Manager**

**Position Summary:**

Reporting to the Vice President, Development, the Project Manager position is responsible for overseeing and managing Elements development projects.

**Responsibilities:**

* Coordinates internal resources and third parties/vendors for the flawless execution of projects;
* Ensures that all projects are delivered on-time, within scope and within budget;
* Assists in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility;
* Ensures resource availability and allocation;
* Develops a detailed project plan to monitor and track progress;
* Manages changes to the project scope, project schedule, and project costs using appropriate verification techniques;
* Measures project performance using appropriate tools and techniques;
* Reports and escalates to management as needed;
* Manages the relationship with the client and all stakeholders;
* Performs risk management to minimize project risks;
* Establishes and maintains relationships with third parties/vendors;
* Creates and maintains comprehensive project documentation; and
* Other related duties as required.

**Customer Focus**:

Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organization's needs.

**Key Actions**

* **Seeks to understand and serve the customer -** Actively seeks information to understand customer circumstances, problems, expectations, and needs. Exudes and projects a customer service focus in everything that they do.
* **Identifies customer service issues -** Identifies breakdowns in internal processes and systems that directly impact customer service and retention; expresses concerns to others.
* **Assures customer satisfaction** - Makes sure that customer solutions, practices, and procedures are carried out and achieve their objectives

**Continuous Improvement:**

Originating action to improve existing conditions, systems, structures and processes; identifying improvement opportunities, generating ideas, and implementing solutions.

**Key Actions**

* **Identifies opportunities** - Reviews processes to determine any gaps between current outputs and expected requirements.
* **Determines causes** - Identifies conditions that contribute to gaps or key variances; explores relationships between conditions and outcomes; distinguishes causes from symptoms and identifies primary causes.
* **Targets improvement ideas**—Generates ideas for solutions.
* **Liaise with** other parts of the organization to share, develop, and initiate industry best practices.

**Change Management**

Implements organizational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services.

**Key Actions**

* **Identifies change opportunities** - Proactively recognizes the need for innovation or improvement and initiates efforts to explore alternative solutions.
* **Adopts change** - Takes action to improve organizational culture, processes, or products/services; establishes and encourages others to achieve a best practice approach; translates new ideas into concrete action plans.

**Contributing to Team Success**:

Actively participating as a member of a team to move the team toward the completion of goals.

**Key Actions**

* **Facilitates goal accomplishment –** Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to help the team accomplish its goals.
* **Involves others –** Listens to and fully involves others in team decisions and actions; values and uses individual differences and talents.
* **Informs others on team –** Shares important or relevant information with the team.
* **Models commitment –** Adheres to the team’s expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.

**Compelling Communication:**

Clearly and succinctly conveying information and ideas to individuals and groups; communicating in a focused and compelling way that captures and holds others’ attention.

**Key Actions**

* **Delivers clear messages** - Conveys messages logically, simply, succinctly, and at the right pace; does not digress; is in command of the message.
* **Communicates with impact** - Captures and holds audience attention; uses engaging and compelling language and tone to stimulate others’ thinking and actions; uses vivid analogies and illustrations to create mental images; uses visual aids when appropriate to enhance impact of the message.
* **Uses language appropriately** - Uses correct body language, demeanor, tone, grammar and punctuation; uses a format and terminology appropriate to the topic and audience.
* **Ensures understanding** - Checks audience understanding; presents messages in different ways to enhance their understanding.

**Qualifications:**

* Educational background, preferably in the fields of architectural design or engineering
* Proven working experience in project management in the construction sector
* Experience preparing and managing construction budgets
* Excellent written and verbal communication skills
* Solid organizational skills including attention to detail and multi-tasking skills
* Ability plan organize and coordinate projects
* Ability to problem solve and create and maintain effective interpersonal relationships
* Strong working knowledge of Microsoft Office
* PMP / PRINCE II certification is a plus.