



Job Title:	Junior Project Manager
Position Type:	Full Time

Job Purpose:

A Junior Electrical Project Manager is responsible for the leading, planning, coordination and direction of the construction projects to meet objectives.

Responsibilities:

- The Junior Project Manager is responsible for all aspects of the project activities for the projects assigned
- Understands complex project plans, drawing specifications and schedule as well as the resources necessary to complete the project on time and within budget.
- Ensures accurate and timely project documentation, including but not limited to, RFI's submittals, schedule updates, time records, supplemental work orders, change order pricing, and general project correspondence.
- Coordinate with the Superintendent and Project Field Staff to determine the priority of job – especially when dealing with scheduling conflicts for labor and equipment.
- Establishes, maintains, and tracks performance standards for all work performed on assigned project.
- Perform regular inspections of all work performed on assigned project.
- Adheres to the Company uniform project management procedures and cost accounting standards.
- Foster and maintain consistent and uniform cooperation among all departments in the company.
- Prepare Project expense budgets, revenue and profit projections for the Division Manager.
- Provides consistent supervision and monitoring of all work performed on assigned project.
- Provide technical advice to both clients and employees working on assigned project.
- Works with the Division Manager on the bid mark-up that are consistent with the volume and profit objectives for the Project and Company.
- Review estimates and proposal scope letters.
- Review RFQ/RFP documents for the solicitation of subcontractors and vendors.
- Other duties may be assigned.

Education, Skills and Experience:

- BA/BS degree in Electrical Engineering or equivalent studies/experience.
- **MUST HAVE 3+ YEARS EXPERIENCE**
- Strong knowledge of electrical construction industry and codes is preferred
- Strong knowledge of electrical materials and methods of installation is preferred
- Proficiency in communication skills
- Solid organization skills
- Self-starter and team player
- High computer literate (i.e. Microsoft Word, Excel, etc.

ALBD. is an Equal Opportunity Employer and committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, religion, sex, sexual orientation or national origin.