



JOB OPPORTUNITY

Position Title: National Construction Project Manager

Department: Roofing Services

Position Summary: Responsible for assisting and accomplishing the day-to-day goals of the United States Postal Service (USPS) Program and other National Accounts with a focus on owner-agent construction management. Responsible for managing client relationships by supporting program strategies and objectives. Defines and oversees a variety of dependent activities needed to reach the program's overall goals.

Core Competencies Needed:

- Business Acumen
- Communication Skills / Customer Service
- Managing Multiple Priorities / Organization and Planning Skills
- Leadership abilities
- Thoroughness
- Critical Thinking / Problem Solving
- Managing Change and Uncertainty / Dealing with Ambiguity

Technical Duties and Responsibilities:

- Manage multiple projects from conception through project closeout.
- Coordinate efforts with other staff members in cross functional roles.
- Respond and assist in resolution of client issues and concerns.
- Understands, communicates, and enforces contract knowledge.
- Utilizes multiple systems to access, change or input information.
- Researches and resolves issues using available resources.
- Communicates and coordinates with internal departments.
- Understands and executes procedures accurately with prioritization.
- Manages risks and issues by taking corrective action.
- Coordinates projects and their interdependencies.
- Manage stakeholder's communication.

Minimum Requirements:

- High school diploma or equivalent; College degree preferred.
- 5-years' experience as a Construction Project Manager.
- Technical knowledge of roofing preferred.
- Understand the chain of custody and dynamics associated with construction-related activities.
- Certifications/Licenses applicable to the position are beneficial but not required.
- Strong written communication skills

Working Conditions: Work is typically performed in a standard office environment. Frequent hand/eye coordination is used to operate keyboard and related office equipment. Travel to jobsites as required to check progress, attend job meetings, and resolve problems or conflicts. Varying site conditions including mud, gravel, uneven ground may be encountered. Climbing of ladders and/or gaining roof access is also required. Lifting more than 20 lbs. may be required.

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