

S É A M U S
H E N C H Y
AND ASSOCIATES

PROJECT MANAGEMENT

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Position Title: Project Manager

Over the past 35 years, Séamus Henchy and Associates, Inc. has been providing our clients, New York City's premiere cultural, educational, social service and community-based not-for-profit organizations and private clients with professional construction project management services. During this time frame, we are very proud to have had the privilege of working on many ground-breaking, unique and technically complex projects with a wide array of the brightest and the most talented teams in our industry today. We have received multiple awards and honors for our projects over this timeframe and have been named Top Owner's Representative Firm in New York City by the Architect's Newspaper. Working as a team member at Séamus Henchy and Associates, you will have the opportunity to gain experience working on projects that enrich communities and the public for future generations.

Description:

Working for Séamus Henchy and Associates, Inc. as a **Project Manager** means extensive communication with our clients and the broader project teams. As a key team member you will need to have excellent interpersonal and communication skills, pleasant phone manner as well as the desire to produce best results. You must be able to maintain and enhance client relationships and deliver high quality services to our clients. Our work and reputation is based on a highly professional, people-centered approach to successfully delivering our clients' important capital projects with the highest level of skill, care, integrity and honesty.

Qualifications:

- Degree in architecture, civil engineering or construction management.
- 5 - 10 years construction project management experience including working knowledge of construction administration.
- Very strong planning, scheduling and cost reporting skills.

- Excellent communication skills, ability to communicate clearly at all levels from owner to design team members, contractors and vendors.
- Strong technical ability.
- Excellent organizational skills.
- Very strong budget and scheduling management skills.
- Excellent communications and interpersonal skills.
- Ability to work independently on tasks with minimal oversight.
- Need to be a very good listener.
- Know when to ask for help and guidance from supervisor(s).
- Commitment to honesty and integrity in your work
- Team player and understands the importance of teamwork.
- Problem solver.
- Proactively diffuse contentious situations and refocus the project team on resolution of critical issues for the benefit of our clients and our projects.
- Understand and apply engineering, architectural, procurement and construction terminology, concepts and inter-relationships of these disciplines.
- Have the confidence and instinct to raise the red flag when needed on all critical issues having potential for negative ramifications and outcomes for our projects.

Responsibilities:

- Identify and problem solve for critical path issues.
- Regularly report status of cost, schedule, technical and management challenges to supervisor and our clients.
- Assess the impacts of design and construction changes and schedule slippages and recovery.
- Keep meticulous records and notes.
- Track and manage all agency filings, inspections, approvals and sign-offs,
- Review requisitions and invoices and provide approvals and sign-offs.
- Ensure all lien waivers and releases are in hand prior to payments being released.
- Maintain insurance and other project-related documentation from all team members and ensure compliance with contract requirements.
- Understand contractual arrangements and requirements for all team members.
- Set up tracking system and maintain change directives and change order logs.
- Set up and maintain bid leveling analyses and negotiations and agreements.
- Update monthly total project cost summaries and cash flow projections.
- Prepare monthly reports.
- Maintain and update the overall project master schedule.
- Must be able to meet multiple deadlines.
- Chair meetings with the client, design team members and contractors.

- Must be able to thoroughly self check your work product before presenting.
- Always be guided by the principle that our clients place a great level of trust in our hands. As such at all times work to the highest level of professionalism to protect their best interests with great care, honesty and integrity in all aspects of our work throughout these unique and very important projects.
- Have a strong desire to be part of a talented team of professionals that work on life changing projects that will be sustainable and give back to communities, organization and the public for a better future for the generations that follow.
- Keep client project leadership fully informed about all critical issues related to the project on a regular basis.

Computer Skills:

- Revit, AutoCad, Rhino,
- Adobe Suite
- Microsoft Office Suite, including Excel, Word and PowerPoint
- MS Project or Primavera Scheduling software
- AutoDesk suite, BIM 360 Field, Navisworks, Contract Manager, ProCore, Touchplan

Contact:

Please email your resume with a letter of interest to miriam@sghenchy.com

Compensation:

Based on qualifications and experience.