

# Construction Office Manager Cover Letter

513 Conroy UnionIsabellaville, AK 28911-4842

**Dear Skyler Moore,**

I submit this application to express my sincere interest in the construction office manager position.

In my previous role, I was responsible for construction BSAP training to team members, Field Engineering, Subcontractors and Joint Venture partners as backup to the project construction automation personnel as required.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Flexible and able to adapt solutions and direction to evolving customer's needs
- Support Global and Region D&C Head in the development of global and regional project management/D&C goals, strategies, consistencies across the globe, best practices forum, etc
- Work with the transaction team and GRE management towards site technical due diligence as part of the site selection process and lease/purchase negotiations
- Manage relationship with Developers on construction of campus/buildings leased by JPMC
- Prepare necessary work and documentations in partnership with the GRE team in the preparation of project approval documents and in the subsequent reviews of the project proposals
- Manage the in-house organization, consultants and vendors towards developing plans, schedules, budgets, procurement process and execution of construction projects within quality standards, within budget and within schedule
- Manage assigned projects procurement process in partnership with Global Sourcing for architects/designers, MEP consultants, general contractors, etc

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Morgan Sanford