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# Example of Construction Project Manager Job Description

Our growing company is looking to fill the role of construction project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for construction project manager

* Provides project team leadership throughout construction project development
* Provides construction estimates throughout project development
* Submits for, secures and manages funds for construction projects
* Coordinates and develops construction project schedules
* Coordinates and secures all construction project-related contracts through Procurement and/or Legal Department(s)
* Provides quality control by monitoring construction process
* Perform project management and owner’s representative responsibilities
* Manage Project schedules, budgets, and scope within approved limits
* Interface and maintain a positive relationship with architects, client staff, property managers and vendors
* Ensure vendor Service Levels are met and verify they are in compliance with master agreements

## Qualifications for construction project manager

* Accountable for adherence on projects of all Project Management policies, process, procedures, tools and client compliance guidelines
* Provide leadership to the Program Team by assisting in the On-Boarding training for new hires, coaching and mentoring team members, and encouraging junior team members through offering opportunities for experience and providing feedback
* Collaborate with cross-functional teams to accomplish cycle time improvements and cost savings initiatives utilizing Six Sigma and LEAN process improvement methodologies
* Review Due Diligence materials and order surveys and environmental tests as required
* Interface with Transactions Managers and client Location Planner to assist in selecting and test fitting of new sites or relocation projects
* Providing clear direction and information for the completion of reports, requests, updates, surveys and other deliverables to support the accurate transmittal within necessary time-frames