



Example of Construction Services Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of construction services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for construction services

- Facilitate the process of selecting inspection and/or construction management skills, identify requirements and liaising with the project management staff to obtain the manpower required
- Support notification the various municipal and safety officials, local residents and media (as warranted and through Media Relations) regarding impacts of high profile events
- Assist in the development and implementation of Project Impact Mitigation initiatives at the municipal, property owner and other stakeholder levels
- Responsible for building and maintaining account relationships and sales with customers
- Direct all operational aspects including distribution operations, customer service, administration and sales in ways that ensure maximum productivity
- Initiatives include identifying, approaching, presenting and closing new business, maintaining and growing existing accounts, and achieving sales objectives and monthly revenue quotas
- Develop forecasts, financial objectives and business plans
- Address customer and employee satisfaction issues promptly
- Network within the community to improve the presence and reputation of the branch and company
- Validates change orders for subcontracts manager

Qualifications for construction services

- Ability to create and build effective working relationships with a diverse group of businesses and individuals
- Strong organizational skills with ability to create and maintain filing systems
- Ability to provide work products accurately and in a timely manner
- Experienced in construction bookkeeping skills in support of office and client projects