

## **Project Manager**

Coastal Systems Development, Inc. (CSD) is seeking a motivated Project Manager for a full time position in our Coral Gables office. CSD specializes in the development and design-build construction of projects in remote locations throughout the Bahamas, Caribbean and Central America. Our clients range from private investors to national governments and our specialty lies in the ability to provide our clients with comprehensive development services; beginning with a project vision and continuing on through master planning, design and construction. At CSD, we encourage our employees to think abstractly to deliver unique solutions for the complex and exciting projects on which we work. Candidates should be eager to learn and willing to develop a broad skill set that can be applied to a diverse array of projects.

### **Responsibilities:**

As a CSD Project Manager, you will be responsible for the following:

- Ensuring a schedule is in place during project set up, sub-bidding that reflects the project strategy and is sufficient for estimating and sub-contractor purchasing selection.
- Developing a purchasing schedule and strategy to anticipate, address and resolve purchasing challenges during the early stages of pre-construction.
- Executing each project phase including pre-construction, construction, closeout and post-construction services.
- Collaborating with Estimating and Purchasing in set up of projects to insure profitability, client satisfaction and the best subcontractors for the job.
- Working in partnership with the Project Superintendent to maintain an updated and accurate project schedule.
- Thorough completion of all financial data with an eye to quickly identify potential/existing issues that could lead to subpar financial performance.
- Effectively administering the requisitioning and collections process to ensure timely payments.
- Establishing annual performance goals for assigned staff and conducting timely and meaningful verbal and written performance evaluations.
- Maintaining and developing relationships to reinforce a commitment to world class customer service across the board: including co-workers, clients, subcontractors, vendors, and the design community.
- Promoting positive sub-contractor relations by dealing professionally and fairly with all sub-contractors and vendors and continually instilling this philosophy in the project team at all times.
- Communicating effectively with field team members as well as maintain active in decision-making.

### **Skills/Qualifications:**

- Bachelor's Degree and five years of building construction experience required on residential/commercial Projects, or equivalent combination of education, training and experience.
- Experience managing projects in ground-up residential, commercial, and sports facility construction.
- Experience working in Caribbean construction market is preferred
- Experience in managing projects in a rapidly growing organization is critical

- Proven experience managing others is highly desirable
- Flexibility to travel is required
- Excellent communication skills