

# **BEACON**

## **CONSULTING GROUP, INC.**

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**Job Title:** Project Manager

**Base Office:** Medford, MA

**Reports to:** Senior Project Manager

**Job Purpose Summary:** The Project Manager is primarily responsible to manage and consult on multiple construction-consulting projects through project closeout or consulting resolution to meet the time and cost objectives specified by the Client and, along with the Senior Project Manager, to act as Beacon's main client contacts for the project. Beacon provides construction consulting services which include assisting surety companies with assessment and completion of troubled construction projects, construction management, assessment of construction defects, cost estimating, and claim analysis.

**Key Responsibilities:**

- Communicating with the project contacts (ie: client, obligee, principal, attorneys, subcontractors and vendors) on a day-to-day basis
- Attending project meetings
- Investigating and assessing construction projects
- Analyzing and preparing the project cost to complete reports
- Establishing reserve recommendations
- Developing completion strategies
- Preparing project status reports for client
- Preparing bid packages
- Analyzing construction claims
- Reviewing payment bond claims
- Ratifying subcontractor agreements
- Monitoring the completion of projects through closeout
- Preparing and analyzing project schedules
- Negotiating change orders and claims
- Reviewing work of the Project Engineer

**Experience Required:**

- Minimum of 5 years experience in engineering or construction management of public work projects such as roadways, schools or public transportation and/or large commercial construction projects such as universities, hospitals or hotels
- PE or individual seeking his/her PE is preferred
- Construction accounting/estimating background required
- Has demonstrated success in managing or the potential to manage large construction projects
- Extremely proficient in MS Office software, especially Word, Excel and PowerPoint
- Knowledgeable in Primavera® Scheduling software
- CADD experience preferred
- Strong leadership and decision-making skills
- Strong communication, organization and analytical skills
- Self-motivated and capable of handling multiple projects

If interested, please contact:

Beacon Consulting Group, Inc.

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