



## Project Manager

H&H Design-Build in New Albany, IN is looking to add an experienced Project Manager to our team. The effective PM will be a Project Champion, serving as a key figure in the overall success of our Design-Build projects. This PM position requires someone who is proactive, takes initiative, owns their project, and takes pride in delivering high-quality products and services, while exceeding our customer's expectations.

Successful H&H Design-Build Project Managers are office-based professionals who thrive in taking initiative, managing multiple priorities, and have a strong motivation to deliver high-quality projects and services. There is some moderate travel involved, as we are licensed in over 37 different states, and you'll be onsite monthly. In this position, precision communication, being undaunted by rapid shifts in responsibilities, handling pressure in a positive way, being driven to get things done with tact, and professionalism are all key features of a successful Project Manager.

### Required Skills & Experience:

- Experience in Construction Project Management with an emphasis in supervisory and leadership savvy
- Manage multiple projects through effective organization, clear communication, and positive motivation, including collaborating cross-departmentally with all team members
- Operate within the PROCORE software system to manage the contractual elements of each project and keep information up to date daily, driving the budget and the scheduling of projects under your leadership
- Provide leadership, supervision, and proactive involvement with Project Superintendents in the field, and onsite as well as the Project Operations Administrator to create a winning atmosphere for all team members
- Estimate (with accuracy and a keen eye on profitability) new projects, and develop proposals that reflect the desires of the customer within our scope and reaching capabilities
- Facilitate project meetings while implementing pre-construction quality plans

### Preferred Skills & Experience:

- Exposure to Healthcare Construction from a Design-Build philosophy and approach
- CHC Designation
- Experience in providing leadership to traveling Project Superintendents
- Proficient with Microsoft Office Suite products including MS Project, and Pro-Core

### Key Performance Indicators:

- Execute ownership and responsibility through entire scope of project from start to finish
- Ability to prioritize tasks and to delegate them when appropriate Proficiency and solid understanding in each of the divisions of construction with specific knowledge in at least 3 divisions
- Demonstrated proficiency in communicating as an Ambassador of H&H, capability to read, understand and apply construction standards to moderately complex documents affecting projects, contracts, project documents, surveys, and drawings
- Capable of communicating cross-departmentally, with budget-mindedness and timely completion of projects as a primary goal

*Compensation commensurate with experience*

<https://hhsd.com/careers/>