

PROJECT MANAGER

Robson Civil Projects is a leading NSW civil contractor with offices in Sydney, Somersby, Newcastle and the Hunter Valley. Vacancies currently exist for highly motivated and experienced Project Managers to assist in expanding our current operations in the Hunter Valley/Newcastle market. Reporting directly to the Division Manager the successful candidate will be well educated and qualified with excellent planning, organisational and communication skills allowing you to manage multiple priorities within time, cost and quality constraints.

Main Duties and Responsibilities:

- Develop a high performing, motivated project team;
- Ensure the development and implementation of integrated Project Management Plans to ensure compliance with the Robson Management System, Legislative and Client requirements on site;
- Ensure project safety, technical and commercial objectives are achieved through adequate planning and delivery processes;
- Ensure that any documents referred to in the project contract that are required to ensure work is carried out as specified, are obtained;
- Communicate with customer representatives regularly during project progress to gauge satisfaction and strengthen relationships;
- Create and aggressively manage construction programs and monitor progress against program;
- Track costs against budget and continually manage costs to maximise profit;
- Continually seek opportunities to improve project performance;
- Ensure Quality issues are managed in accordance with Project Quality Plan;
- Achieve project completion on time with zero outstanding defects;
- Source and manage potential subcontractors and suppliers;
- Assist with preparation and review of tender submissions;
- Ensure project reporting occurs in a timely, transparent and thorough manner in accordance with the Robson Project Management Standard;
- Prepare monthly invoicing in conjunction with customer's representative;
- Monitor that receipt of payment is in accordance with Contract and if not, liaise with customer's representative to resolve;
- Review and authorise project supplier invoices for payment.

Essential Qualifications and Experience:

- Degree in Civil Engineering or Construction Management.
- Minimum 10 years experience in Project Management.
- Proven experience in effectively managing projects in excess of \$5 million.
- Competent computer skills (MS Word, MS Excel, MS Outlook, MS Project and MS PowerPoint).
- Drivers license.

Robson is an equal opportunity employer.

An attractive salary package will be offered commensurate with experience.

If you are interested in this exciting opportunity, please forward your detailed resume to jobs@robsoncivil.com.au (previous applicants need not apply).