

## **Project Manager**

### **Fort Worth, Texas**

To enable our future growth and support existing client service efforts, we are seeking an experienced Project Manager in our Fort Worth office.

#### **DUTIES AND RESPONSIBILITIES**

Manage all aspects of a project including, but not limited to, budget, scope and schedule for all phases including pre-construction, construction and closeout. Demonstrate ability to comprehend and apply contracts, scope of work documents including drawings, narratives and or existing information. Work directly with internal team members and external clients. Prepare budgets, schedules and scope documents including procurement documents. Interfaces directly with clients to define project requirements. Leads project teams to implement successful projects. Creates agendas and minutes for project meetings and runs the project meetings on behalf of the clients. Keep project data current Reviews and provides recommendations for changes to budget scope and schedule including vendor contract management. Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **EDUCATION and EXPERIENCE**

5 years of similar experience preferred

#### **CERTIFICATES/LICENSES**

CCM preferred

#### **JOB SKILLS AND QUALIFICATIONS**

- Communication – Excellent communication skills both verbal and written. Ability to communicate with clients and present information.
- Software skills – MS Office and MS Project required.
- Adaptability – Demonstrated effectiveness in varying environments, tasks and responsibilities, or with various types of people.
- Planning and Organizing – Establish course of action to accomplish goals and evaluates results, can orchestrate multiple activities at once to accomplish goals, uses resources effectively and efficiently.
- Customer Focus – Demonstrated experience meeting the expectations and requirements of external and internal customers, has established and maintained effective relationships with customers, and has gained their trust and respect.
- Self-sufficient individual – demonstrated ability who can work independently with minimal supervision.
- Possess strong interpersonal and oral communication skills. Ability to multi-task and/or shift focus in a fast-paced and rapidly changing environment. Highly organized individual.
- Proven ability to prioritize and balance workload to complete projects in a timely and efficient manner, with strong attention to detail. Can effectively anticipate upcoming projects. A high energy individual who can balance speed and accuracy.
- Must possess a positive attitude and demeanor.
- Team player – demonstrated ability who can deal effectively with co-workers and clients. Must be able to work a flexible work schedule as necessary to accommodate fluctuating business demands.
- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Demonstrated ability to write routine reports and correspondence and respond to common inquiries or complaints from clients, co-workers, and/or supervisor.



## **PHYSICAL REQUIREMENTS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Must be able to sit for long periods of time (7-8 hours a day) and lift a minimum of 25-30 lbs.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **TRAVEL**

Up to 75%

## **APPLICATION INSTRUCTIONS**

Cover letters should clearly outline relevant experience and its applicability to this role. Please send all application submissions to [amy.hopfenspirger@energyreco.com](mailto:amy.hopfenspirger@energyreco.com).

## **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

