

Overview:

Strata Project Management Group is a Charlotte based project management and consulting firm founded in 2021. Our firm was built on the foundation of global project management experience while providing the attention to client experience expected from owner-operated boutique firms. We are singularly focused on being the protective layer for our clients throughout the chaos of construction with timely communication and deep, direct relationships. We approach our client's business as if it were ours, we go the extra mile to deliver and we bring the best project team to the table for our client's unique needs.

Strata's core values of accountability, collaboration, fairness and thoughtfulness drive everything we do. Through these values, we put our clients at the center of all we do and has been refined through the execution of over \$1 billion in project value and delivering over 6 million square feet for clients. Our depth of experience affords owners access to a deep partner network across design, construction, furniture, IT, audio visual and relocation strategies to ensure that we build the right team for your project.

Job Description:

- Strata is seeking self-starters with an entrepreneurial spirit to lead multi-disciplined, construction projects for our Clients. The role will have direct accountability for the planning and delivery of projects of varying sizes and types dependent upon pipeline and organizational need.

Ideal Candidate

- Acts with a clear sense of ownership and takes personal responsibility for decisions, actions and failures.
- Successfully partners with others to get work done while crediting others for their contributions and accomplishments.
- Able to balance the interests of multiple stakeholders while considering cultural and ethical factors in the decision-making process.
- Able to orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- Direct and truthful; able to present the unvarnished truth in an appropriate and helpful manner.
- Can handle stress and able to pivot with the unexpected.
- Views missteps and setbacks as opportunities to learn and grow.
- Able to laugh at him/herself and with others; is appropriately funny and can use humor to ease tension.

Responsibilities

- Manages all facets of project management (budget, schedule, procurement, quality & risk) for specific projects including planning, design, construction, occupancy and closeout.



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- Demonstrates capability to read, understand and apply standard documents to the construction industry, including but not limited to: contracts, leases, work letters, project charters, surveys and drawings.
- Interfaces directly with clients to define project requirements. Prepares scope of work, project delivery resource requirements, cost estimate & budget, work plan schedule & milestones, quality control, and risk identification.
- Identifies project team (Architects, Engineers, Consultants and Contractors) from pre-qualified lists or through individual project qualification process; conducts standard request for proposals; completes bid analysis; recommends resources to clients.
- Leads project team (Architects, Engineers, Consultants and Contractors) by providing guidance and direction to achieve project goals. Implements communication plan for meetings and written reports/meeting minutes to keep client and project resources informed. Facilitates project meetings.
- Tracks progress of each project against goals, objectives, approved budgets, approved timelines. Reports status and variances. Creates action plans to meet objectives, budget and schedule.
- Implements change management routines to assess change requests, make recommendations, secure client approvals, and issue change orders. Assesses change requests to determine impacts to scope, budget, schedule, quality and risk.
- Identify project risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.
- Leverage existing client and referral partner relationships to identify project opportunities.
- Seek out and establish new client and referral partner relationships to identify project opportunities.
- Able to travel within US, typically no more than 15% of work year.

Experience

- Undergraduate degree preferred in Construction Management, Engineering, or Architecture
- 5+ years of construction project management experience specific to commercial, healthcare and/or retail is required.
- Exceptional written/oral communications are a must with demonstrated ability to clearly and concisely communicate.
- Strong working knowledge of budgeting, scheduling, and construction process specific to ground-up projects.
- Proven success in client relationship management with a track record of maintaining successful relationships.

Employee Type:

- Full-time, W2 employee

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to travel to/from/within active construction sites.



Project Manager Job Description

- The employee may be required to travel outside to/from/within active construction sites in varying outdoor weather conditions.
- The employee may also be regularly required to sit or stand for prolonged periods of time.
- The employee may be required to climb ladders and lift objects up to 50 lbs.

Role will Report to:

- COO

Compensation and Benefits:

- Flexible work environment
- Pay commensurate with experience and qualifications
- Ten (10) Paid Holidays
- Unlimited PTO
- 401k Plan
- Profit Sharing
- Annual Performance Bonus
- Paid Maternity/Paternity Leave

Strata provides equal employment opportunity. Discrimination of any type will not be tolerated. Strata is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state, federal, or local law. The selected candidate must be authorized to work in the United States.