

# Field Project Manager Job Description

**Location:** Miami area, Florida

**Travel:** This position requires frequent travel to customer sites across the USA.

## Responsibilities:

- **Project Management:** Oversee and manage construction projects from inception to completion. Ensure projects are delivered on time, within scope, and budget. A minimum of 3+ years experience in construction and 1+ year of experience in construction project management are required.
- **Cross-Location Management:** Handle the logistical challenges of managing projects across multiple locations in the USA. This role will necessitate flights from time to time between different customer sites to ensure smooth project progression and adherence to company standards.
- **Customer Relationship Management:** Serve as the primary point of contact for clients throughout the project lifecycle. Build and maintain strong, long-lasting customer relationships, ensuring client satisfaction and repeat business.
- **Team Leadership:** Lead and coordinate contractors teams. Provide direction and support to team members, fostering a collaborative work environment.
- **Quality Control:** Ensure that all projects are executed in compliance with building codes, safety standards, and environmental regulations. Monitor project progress and make adjustments as necessary to meet the high-quality standards expected by the company.
- **Budget and Schedule Management:** Develop and track project budgets and schedules, making adjustments as needed to meet financial objectives and deadlines.
- **Risk Management:** Identify potential risks and devise contingency plans to manage and mitigate these risks effectively.
- **Reporting:** Prepare comprehensive project reports, including status updates, financial reporting, and post-project evaluations, to stakeholders and management.
- **Hands-on:** willingness to be hands-on when needed

## Soft Skills:

- **Interpersonal Skills:** Must be a people person with the ability to engage and communicate effectively with team members, clients, and stakeholders at all levels.
- **Detail-Oriented:** Exceptional attention to detail is crucial, ensuring that all aspects of the project are executed correctly and to the highest standards.
- **Conflict Management:** Skilled in conflict resolution, with the ability to navigate and resolve disputes in a constructive manner, ensuring project continuity.
- **Adaptability:** Capable of adjusting to changing circumstances and challenges, demonstrating flexibility and resilience in the face of unpredictability.
- **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to anticipate issues before they arise and develop effective solutions.
- **Leadership:** Demonstrated leadership abilities, capable of motivating and guiding teams towards achieving project goals and objectives.

- **Communication:** Excellent verbal and written communication skills, with the ability to convey complex information in a clear and concise manner.

**Qualifications:**

- Proven experience in construction project management.
- Ability to travel frequently to project sites across the USA.

**How to Apply:**

- Interested candidates should submit a resume to [jobs@horizoncrr.com](mailto:jobs@horizoncrr.com)

Horizon is an equal opportunity employer and welcomes applications from all qualified candidates.