



# Job Description

Document Code: JCVA-HRD-F02      Effectivity Date: February 1, 2022      Page No.: 1      Revision No.: 0      Dept/Unit: Human Resources

<b>Job Title:</b> Project Manager	
<b>Division/Department:</b> Operations	
<b>Location:</b> TBD	
<b>Reports to:</b> Jason C. Valderrama	<b>Title:</b> President and CEO
Type of Position:	
<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Project-based
<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual

## General Description

*The Project Manager is responsible for developing construction strategies for implementation and day-to-day management of site activities and works including coordination with contractors and vendors*

## Responsibilities

- Collaborate with engineers, architects etc. to determine the specifications of the project.
- Negotiating contracts with external vendors to reach profitable agreements.
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
- Acquire equipment and material and monitor stocks to timely handle inadequacies.
- Evaluate progress and prepare detailed reports.
- Ensure adherence to all health and safety standards and report issues.

## Qualifications

- Proven work experience as Project Manager
- Registered Civil Engineer with experience as Owner’s Rep
- PMP certification is a plus
- Can manage multiple projects at any given time
- Ability to manage multiple vendors and site engineers
- Excellent documentation and Client-interfacing skills



# Job Description

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<b>Reviewed by:</b> Pam M. Valderrama	<b>Title:</b> Director & CMO
<b>Approved by:</b> Jason C. Valderrama	<b>Title:</b> President & CEO

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