**Facilities Project Manager**

Location Irvine

6 months Contract

Responsible for Project coordination between internal sub-teams and outside contractors.  Job scope includes developing and maintaining project schedules, budgets and overall implementation time lines.  Facilitate weekly meetings, oversee project progress, and implement countermeasures when required.  Working with the general contractor, architect and MEP engineers coordinate the build out of the new facility and the transfer of test labs, production operations and HQ offices. Assist in the furniture selection and bidding process. Coordinate all internal and external activities associated with the move into the new location.

**Primary responsibilities for role**:

         Project management, critical path planning, budgeting, cost control, value engineering and cost/benefit analyses

         Key member of project teams, working with both in-house and external resources, Business Units, Operations, General Contractor. Engineers and architects.

         Facilitate weekly report out meetings, report project status and define and eliminate weekly roadblocks.

         Authorize and negotiate work proposals/estimates with General Contractor, Architect and MEP Engineers.

         Coordinate all internal and external resources required to transfer test labs, production areas and HQ office into new location per plan, on budget and with minimal disruption to the business.

**Requirements:**

         Bachelor of Science Degree: Construction Management, Engineering, Project Management or related field.  PMP Certification preferred.

         3+ years of experience managing construction, equipment and office installation projects.

         Knowledge of national building codes. Knowledge of construction methods and procedures.

* Ability to understand/interpret engineering and construction drawings. Self-motivated with decision making abilities. Proficient in AutoCAD, Microsoft Project and Office

Qualified candidates can send their resume to [zomran@prgwest.com](mailto:zomran@prgwest.com)

Zarine Omran

**Recruiting Director**

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