

# MCCORMACK

Company: McCormack

Position: Senior Project Manager

Employment: Permanent full-time position

Salary: Based on level of experience

Location: Based in Abbotsford, VIC 3067

*"We help you realise your vision, creating amazing spaces to be proud of"*

**McCormack** is one of Australia's leading family-owned building services companies. We specialise in the fit-out and refurbishment, asset repositioning, design and construct and heritage restoration.

McCormack has a strong commitment to the development and wellbeing of our team members. We operate under certified quality, environmental and safety management systems, and have an exciting opportunity for a **Senior Project Manager** to join our Projects Team in Melbourne. This role will be responsible for managing a small team to ensure the effective delivery of projects. The Senior Project Manager will report directly to the Construction Manager.

The Senior Project Manager role is responsible for all aspects of projects assigned, including, and not limited to:

- assist with tenders and submission processes including quotations to generate further opportunities for work
- ensure that sites have been appropriately established to meet all requirements and guidelines
- effectively procure and manage products and services to assist in the effective delivery of projects to optimise resources
- effectively coordinate all stakeholders to meet timelines and to provide quality products/finishes pertaining to projects assigned within the allocated budget
- client liaison regarding progress and variation claims, follow procedures to ensure that client payment milestones are identified, and that claims are issued in a timely manner
- manage a small team of project personnel to ensure effective communication and consultation takes place to deliver quality services to
- mentor and develop team members to support a reliable and progressive team

Successful applicants must have:

- Current Construction White Card
- First Aid Certificate Level 2 or willingness to attain
- Relevant tertiary qualifications in building/construction, project management, engineering, or related discipline
- 3+ years' experience in a project management role
- Proven experience in managing multiple projects simultaneously
- Proven experience in completing project budgets and forecasting
- Strong leadership skills and the ability to manage project teams
- Excellent written and oral communication skills
- Demonstrated ability in driving all aspects of site safety systems/processes
- Previous experience using Microsoft Project
- Experience with Procore and other applicable online project management systems is preferred

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This position offers the chance to be part of a friendly, supportive, tight-knit team, learn a variety of new skills, and utilise your passion for project management. Your strong organisational and leadership skills, along with your ability to work autonomously will stand you in good stead.

McCormack offers the opportunity to work with a highly regarded, socially responsible organisation with a strong commitment to investing in the development of all our team. We believe investing in our teams is an investment in our future.

McCormack is proudly an equal opportunity employer. You must have the right to live and work in Australia to be considered for this position.