

Senior Project Manager, Construction

TTEC is seeking an experienced Construction Project Manager to join our Enterprise Services team.

What you'll be doing:

The Construction Project Manager will lead projects related to the design and construction of new and existing sites, and will manage vendor relationships and internal business partnerships. The role could involve up to 50% travel and will require strong problem solving skills and excellent communication.

What you'll bring to us:

- Establish and maintain a master schedule and benchmarks for each project utilizing Microsoft Project and distribute to all core team members
- Coordinate, set-up and participate in program meetings and manage metric information for KPI's for the delivery of the program
- Work with Finance to ensure proper initial planning documents are completed and assist with monthly project and GREO compliance to budget and forecasting needs
- Coordinate with vendor to process sourcing and procurement needs as it relates to Oracle PO and PR process
- Track budgets and ensure tracking set up and reporting
- Assess existing site/building conditions, plans and criteria to determine scope of work and/or identify challenges or obstacles associated with Capital Improvement projects in the existing Customer Service Centers throughout the region
- Manage multiple resources and disciplines within a given project, adhering to strict timelines and budgets
- Manage the creation of PR's / PO's as required for Global Real Estate and Facilities Capital Projects

What skills you'll need:

- BA/BS or equivalent experience
- Construction Estimating experience is necessary
- Extensive knowledge of project management techniques
- 5+ years of project coordination experience
- Knowledge of Oracle iProcurement and Sourcing activities
- Knowledge of construction and facilities process and execution
- Strong knowledge of Microsoft applications