

I.D Construction is one of the top leading construction companies in Cyprus, specializing in complex and highrise buildings, with a fast growing, dynamic and promising potential, currently employing over 200 skilled professionals.

By joining our team, you will have the opportunity to associate with a group of passionate professionals who are dedicated to achieving excellence in everything we do.

We offer a challenging and rewarding work environment with a wide range of career opportunities. Our company encourages innovation, creativity, growth and continuous learning in an inclusive workplace where everyone feels respected, valued and supported with ongoing trainings and development opportunities that helps you reach your full potentials.

ID Construction is willing to enlarge its internal staff and is currently looking to recruit an experience Project Manager:

## **Job Purpose**

The incumbent holding this role is accountable for proactively managing an assigned project or components of a project taking responsibility for stakeholder management, resource allocation, quality assurance, financial monitoring and client feedback. The Project Manager also closely monitors the project's progress, hands over the project and assists with any settlements arising from any claims.

## **Main Duties & Responsibilities**

- Ensures the project's smooth operations at all times
- Ensures the effective management and development of people
- Responsible for the overall planning and organization of the assigned project
- Delegates responsibilities and authorities to the Project Engineers
- Responsible for the overall planning of the works and involved in the preparation of construction method statements during pre-contract and post-contract stages, as well as the quality assurance manual
- Oversees the selection and requisition of materials in coordination with the Procurement and Estimating units
- Supports with the preparation of subcontractors' agreements and settles their final accounts
- Prepares and submits project related outgoing correspondence to clients/project consultants/engineers and other relevant third parties
- Responsible for overall project supervision according to the company's quality controls
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems
- Receives and reviews all payment certificates and submits final payments
- Monitors project collections from clients/project consultants/engineers and other relevant third parties
- Prepares, reviews and submits relevant financial and progress reports
- Reviews and agrees, when required, the Quality, Health, Safety, Security and the Environment (QHSSE) Management Plan and receives information from each Project Engineer for the preparation of the QHSSE Management Plan

### Specific Requirements

- Member of ETEK
- Bachelor's degree in Civil Engineering
- At least 15 years of relevant experience in the building construction field
- At least 5 years of experience as Project Manager
- Experience using planning software (e.g. Primavera, Microsoft Project)
- Experience using AutoCAD, Revit, BIM
- Excellent use of Excel, Word, Outlook

### Key Competencies

- People management and leadership skills
- Planning and organization skills
- Communication and interpersonal skills
- Budgeting and monitoring skills
- Analytical and numerical skills
- Attention to detail
- Problem solving and decision-making skills
- Project management skills
- Civil Engineering specific knowledge
- Computer literacy
- Excellent command of English language, both verbal and written. Russian language will be additional advantage.

Attractive and competitive remuneration package, including benefits, will be offered to the successful candidate, according to qualifications and experience.

**All applications will be treated with the strictest confidentiality.**

**Only successful candidates will be contacted.**

**Applicants should forward a detailed CV to: [hr@idconstruction.com.cy](mailto:hr@idconstruction.com.cy)**

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