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CSL-CONSULTING.COM

**CSL Consulting, LLC (CSL)** is a consulting company providing construction project management and construction mitigation services to organizations and institutions developing capital improvement and maintenance projects. Our company services the New England and Mid-Atlantic region and is headquartered in Burlington, Massachusetts. We are a market leader in providing services for the top tier clients in the academic, corporate, development, healthcare and life sciences markets.

### **Company Culture**

At CSL, we focus on hiring and training the most talented professionals in the industry and providing a rewarding work environment with emphasis on quality of life. Our firm values personal and professional development, as well as team collaboration. Ideas are generated, shared, and employees are empowered to fulfill their responsibilities, and encouraged to take initiative in making a positive impact on the company.

### **Senior Project Manager**

CSL Consulting, LLC is seeking an individual with strong interpersonal and technical skills looking to work in a dynamic environment. Selected individuals will assume roles of owner's agent for our clients and will be responsible for leading the project team (e.g., architects, engineers, consultants, and contractors) to achieve client's project goals.

The position will be based out of Burlington, MA, but will require periodic travel to jobsites in New England.

### **Senior Project Manager Responsibilities**

Deliver highly personalized services to a full spectrum of clients with the goal of creating an exceptional client experience. Responsibilities will include, but are not limited to:

- Capable of consistently demonstrating the ability of building and leading effective teams to meet the goals and objectives of CSL and the client
- Lead & Manage all phases of project management including planning, design, construction, permitting, occupancy, quality control, staffing, scheduling and budget.
- Interaction with clients to establish project goals and requirements, and understand or define what an exceptional experience entails for each specific client, and then execute
- Develop and monitor project schedules and milestones
- Responsible for facilitating the development of all client presentation documents
- Monitor and report overall project progress relative to goals, requirements, schedules, budgets, quality, and team collaboration
- Clearly understand CSL's strategic plan and assist in implementing the plan successfully
- Proactive budget development and management
- Spearhead contract negotiations for projects
- Facilitate overall project team motivation and leadership through effective communication
- Facilitate and manage meetings to achieve and maintain project progress
- Recommend action items as necessary
- Interact with all associated project stakeholders: User Groups, Executives, Designers, Contractors, Vendors, Etc.
- Manage internal resources when opportunities arise. Internal resources include assistant project managers or project managers assigned
- Demonstrate a strong ability to develop those individuals with the value system and philosophy of the organization
- Manage CSL's external consultants assigned (i.e. scheduler, FFE, MEP/FP)
- Be able to consistently and effectively communicate with supervisors and Principals
- Take an active role in corporate responsibilities and initiatives, including company meetings and internal team building events

- Manage up to 3 different clients as a benchmark depending on the project sizes and complexity
- Demonstrate a strong aptitude of the organizations core competencies which include:
  - Client Focus-Building strong client relationships and delivering client centric solutions
  - Situational Adaptability-Adapting approach and demeanor in real time to match shifting demands of different situations
  - Managing Complexity-Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
  - Judgement-Making good and timely recommendations/decisions that keep the project and organization moving forward
  - Collaborates-Builds partnerships and works collaboratively with others to meet shared objectives
  - Manages conflict-Handles conflict situations effectively, with a minimum of noise
  - Builds relationships-Effectively building formal and informal relationships inside and outside of the organization
  - Communicates effectively-Develops and delivers multimode communications that convey a clear understanding of the unique needs of the audience
  - Takes Initiative- Takes actions that will improve effectiveness and efficiency of team and project
  - Improves work process-Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
  - Ensure Accountability-Holding self and others accountable to meet commitments
  - Drive Results-Consistently achieving results, even under tough circumstances
  - Instills trust-Gaining the confidence and trust of others through honesty, integrity, and authenticity.

#### **Minimum Requirements**

- Bachelor's degree in construction management, business administration, or engineering
- Minimum of (13) years project manager level experience and training
- Previous experience interacting with clients in the academic, life sciences, healthcare or corporate sectors
- Positive, completed experiences of budgeting and scheduling
- Proven record of successful personnel and internal team management
- Self-starter, energetic, motivated, and enthusiastic
- Excellent interpersonal, written and verbal communication skills
- Computer proficiency of Microsoft and construction industry software platforms
- Experience in construction means and methods
- Ability to understand design process and architectural documents
- Knowledge of project permitting requirements
- Capacity to prioritize challenges in a composed and professional manner
- CORI and SORI satisfactory requirements of client

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*