

**CSL Consulting, LLC (CSL)** is a leading Owner's Project Management and Mitigation firm that provides construction consulting services to a full spectrum of top tier clients developing capital improvement and maintenance projects in the higher ed, private K-12, corporate, hospitality, healthcare, development, infrastructure, nonprofit and life sciences markets, among others. Headquartered in Burlington, Massachusetts, CSL primarily services the New England and Mid-Atlantic regions with some clients in other areas along the East Coast and in Vancouver, Canada.

### **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.

### **Project Manager**

CSL Consulting is seeking an individual with strong interpersonal and technical skills looking to work in a dynamic environment. Our Project Managers have experience managing the planning, permitting, design and construction processes. The selected individual will assume a role of the owner's agent for premier clients and will be responsible for leading the project team (e.g., architects, engineers, and contractors) to achieve our clients' project goals and deliver an exceptional client experience.

The position will be based out of Burlington, MA, but will require periodic travel to clients' jobsites.

### **Responsibilities**

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

- Oversee all phases of the building process including permitting, design, construction, furniture procurement, and occupancy.
- Responsible for managing budgets, schedules, and project quality.
- Interaction with clients to establish project goals and requirements.
- Create all client presentation documents.
- Manage the team selection process.
- Monitor and report overall project progress relative to goals, requirements, schedules, and budgets.
- Proactive budget and schedule management.
- Facilitate and/or participate in contract negotiations.
- Overall project motivation and leadership through effective communications.
- 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.
- Embody the organization's 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.
  - Manages 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 Processes - Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- Ensures Accountability - Holding self and others accountable to meet commitments
- Drives 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.
- Four (4) to ten (10) years of project management level experience and training.
- Positive, completed experiences with budgeting and scheduling.
- Self-starter, energetic, and enthusiastic.
- Excellent interpersonal, written, and verbal communication skills.
- Computer proficiency of Microsoft and construction industry software platforms.
- Knowledge and understanding of 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.*