



152 MIDDLESEX TURNPIKE  
BURLINGTON, MA 01803  
P 781.222.5120  
F 617.812.8520  
[WWW.CSL-CONSULTING.COM](http://WWW.CSL-CONSULTING.COM)

**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.

### **Senior Project Manager**

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

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

### **Senior Project Manager 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:

- Capable of consistently demonstrating the ability of building and leading effective teams to meet client and CSL goals and objectives.
- Lead and manage all phases of project management including planning, design, construction, permitting, occupancy, quality control, staffing, scheduling and budget.
- Collaborate 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.
- Engage in proactive budget development and management.
- Spearhead contract negotiations for projects.
- Facilitate overall project team 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.
- Manage internal resources as needed, including assistant project managers and project managers.
- 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 three different clients as a benchmark depending on the project sizes and complexity.
- Demonstrate a strong aptitude of 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.
- Minimum of thirteen (13) years project manager level experience and training.
- Previous experience interacting with clients in the higher ed, private K-12, corporate, hospitality, healthcare, development, infrastructure, nonprofit and life sciences markets.
- Successful experiences managing 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 the 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 the 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.*

