



**JOB TITLE:** Electrical Project Manager

**LOCATION:** 2163 Northdale Blvd. NW, Coon Rapids, MN 55433

**REPORTS TO:** Senior Project Manager

## COMPANY OVERVIEW:

Integrated Building Solutions LLC ("IBS") is a nationally recognized consulting and construction management firm specializing in electrical, fire, and HVAC systems. We provide a lifecycle of services including consulting, engineering, construction, commissioning, maintenance, and training throughout North America.

## POSITION DESCRIPTION:

You are the right person in the right seat if you have demonstrated skills that reflect our core values: We **CARE**, We **LISTEN**, We **ANTICIPATE**, We **INNOVATE**, and We **DO**. IBS electrical project management includes – New sales growth – Work product, development, and overall profitability – Annual budgeting, project estimating, and customer satisfaction – Individual project oversight related to successful completion of project scope.

## RESPONSIBILITIES:

- Determine resources (labor, equipment, and materials) from project start to finish
- Plan to ensure deadlines are met/within budget
- Clearly communicate project details/progress
- Oversee/manage field personnel/subcontractors daily
- Negotiate contracts
- Ensure accuracy and consistency; maintain, meet, or exceed construction standards/codes
- Develop/Maintain customer relationships to secure future work
- Demonstrate emotional intelligence and work well with others

## REQUIREMENTS & QUALIFICATIONS:

- Creativity – you are a creative problem solver
- Influencer – high-level of PM expertise to influence direct reports & clients to sell ideas and shape decision criteria
- Sense of Humor – Our office environment is relaxed yet professional; a good sense of humor required to fit within the culture
- Travel – Overnight travel approximately 15% - 20% of the time; travel as the job requires
- Inquisitive – Seek first to understand, then to be understood
- Financial Literacy – A clear understanding of key financial concepts
- Group Presentation Skills – Deliver training to both prospects and clients

- Account Management – This role is forward-facing with clients and ensures client delight
- High School diploma with trade and/or college project management schooling or related field
- Ten (10) years of experience in construction project management with electrical experience preferred

**BENEFITS:**

- Employee provided Medical, Dental, Term Life, and Long-Term Disability insurance
- Paid Vacation, Sick, and Holiday time
- 401(k) Retirement Plan and Profit Sharing
- Airline / Hotel / Car points and/or miles
- Community involvement and volunteer opportunities'

IBS is an equal opportunity employer and affords equal opportunity to all employees for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.