



JOB DESCRIPTION

TITLE: Project Manager	STATUS: Exempt
LOCATION: New Orleans	HOURS: Full Time
REPORTS TO:	SALARY:

About the Firm:

Landmark Consulting LLC., is a program management and disaster recovery services firm founded in 1996. It has set a standard by garnering an outstanding performance history of managing disaster recovery programs for municipal agencies, educational institutions and private non-profits that frequently use government funds to finance infrastructure projects.

The Role:

The Project Manager will organize, manage, and plan complex projects for the organization's research, development, and product implementation efforts. In addition, this person will be responsible for creating, updating and coordinating project schedules while working closely with team leaders to build, evaluate and optimize project schedules.

Responsibilities:

- Works closely with the project team to develop, maintain and manage project schedules
- Outlines the tasks involved in the project, works collaboratively with the team
- Ensure that all projects are being scheduled and forecast using a consistent methodology
- Provide schedule analysis and metrics to key stakeholders on a regular basis
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices
- Performs other related duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough understanding of or the ability to quickly learn about the project or product being developed
- Proficient with Microsoft Office Suite or related software

Education and Experience:

- Must have a degree in engineering, architecture, or construction related
- Must have or the ability to get certified as a PMP, CMAA or other relevant certification



- Must have 2-3 years of Primavera (P6) scheduling experience preferably in building construction

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

To apply, send resume to HR@landmarkconsultingllc.com