



PRESTI & COMPANY, INC.

Mechanical, Electrical & Plumbing Engineering Design Services

Project Manager

Project Manager with experience in the facilities design process, general MEP drawings and submittals, MEP plan review, coordination with Clients, Contractors, and Architectural firms.

Candidate must have BS degree in Engineering, CM or related field and have 5 years experience in consulting engineering. Candidate must have good communication, and organization skills.

Candidate must have the ability to balance priorities and work effectively in a team-based, fast-paced, pressure-filled environment. Responsibilities include but not limited to project scheduling with MS Project scheduling software, maintenance of project documentation, interface with client, assist in support and development of company wide standards and productivity tools. Candidate must also possess knowledge of construction administration and standard commercial construction practice. Experience with AutoCAD a plus..

Project/Practice Related Competencies

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.
- Tracks and reports team hours and expenses on a weekly basis.
- Manages project budget.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Must be well disciplined and able to handle multiple tasks at once.

Presti & Company, Inc.

45915 Maries Road
Suite 136
Dulles, VA 20166

Phone: 703-430-4757
Fax: 703-430-1077
Email: hr@presti.com

PRESTI
THE POWER OF INFORMATION