

# Himes Associates, Ltd.

## Vice President / Director of Operations

### Job Description:

Himes Associates, Ltd., a Professional Construction Project Management and Real Estate Development Management Firm is currently seeking a full time Vice President / Operations Manager who exhibits strong project/construction management skills including management of the design and engineering process, as well as managing project professionals. Qualified candidates must show a proven track record in overseeing, coordinating and directing project management activities for multiple and complex projects. Most of our projects are mission critical facilities, commercial office, biotech/pharmaceutical and telecommunications related projects. Qualified candidates must have a 4 year degree in Architecture, Engineering, or Construction Management and/or a minimum of 12-15 years experience in project/construction management.

### The Position:

The Vice President / Director of Operations will be responsible for overseeing multiple projects and multiple project managers as projects progress from design through completion of construction and final occupancy. Project types vary from TI work to full build-to-suits. Duties include internal resource scheduling and management, involvement in business development presentations and proposals, as well as client consulting and account management.

This position is to be the leader of our Chicago office, and as such will require skills at professional networking and business development in coordination and concert with our Director of Business Development.

### Key Responsibilities:

- Responsible for overseeing and managing multiple projects throughout the design and construction program.
- Manage the individual project managers responsible for the day to day project management activities.
- Lead the business development effort, participating in the presentation and proposal preparation and development.
- Demonstrated proficiency in these areas: estimating, scheduling, budgeting/cost control, and financial reporting.
- Possess working knowledge of all projects plans, specifications, contracts, subcontracts, purchase orders, daily correspondence, shop drawings, submittals and all other project related documents.

### Qualifications:

- Bachelor's degree in Architecture, Engineering or Construction Management with 12-15 years of relevant experience.
- Ability to comprehend complex construction drawings and legal documents and capable of reviewing documents to ensure conformity to companies construction standards. Skilled at tracking and analyzing construction costs in order to meet pro-forma objectives and recommend budgetary adjustments as appropriate.
- Must be proficient with Microsoft Office software including Excel, Word and Project. Knowledge of other construction tracking, reporting and estimating software is helpful.
- Must be highly trustworthy and able to handle confidential and sensitive information appropriately.
- Must possess excellent interpersonal skills and have the ability to communicate effectively with all levels of internal and external customers and contractors.

### Comments:

WE OFFER A GREAT WORK ENVIRONMENT, COMPETITIVE SALARY AND EXCELLENT BENEFITS, INCLUDING PROFIT SHARING, MEDICAL/LIFE INSURANCE, 401K SAVINGS WITH MATCH, PAID HOLIDAYS/VACATION/SICK AND MORE.