

THE TREVINO GROUP
JOB DESCRIPTIONJob Title: Project ExecutiveFLSA Status: ExemptReports To: Chief Operating OfficerDate: December 20, 2021**SUMMARY**

The Project Executive will lead several projects and project teams while achieving financial control and attaining profit goals for each project. This individual contributes to the development and execution of goals and strategies such as seeking new clients, and maintaining existing client, subcontractor and vendor relationship while focusing on growth strategies throughout the industry.

DUTIES AND RESPONSIBILITIES

1. Responsible for generating \$20+M in revenue and submit Project Executive reports directly to the Chief Operating Officer.
2. Provides oversight of projects on a high level and visit sites regularly to monitor project performance, schedules, and unique challenges that may impact the budget/profit from beginning to the end of the projects.
3. Work closely with clients, owners, architects, engineers and subcontractors to develop relationships and arrange opportunities for personal interaction and networking associated with supporting the client.
4. Participate in bid proposals and kick-off meetings
5. Work with business development and the pre-construction team to assist and manage proposal responses, schedule development, and take the lead in outlining shortlist presentations of the team (rehearsal, presentation, post review of presentation).
6. Conduct post closeout review of projects
7. Provide leadership in business judgement and financial/profitability aspects on projects assigned and accurately manage the forecast of project performance.
8. Participate extensively in helping to acquire and define projects and develop budgets that will achieve the profitability objectives.
9. Set appropriate milestones and assign qualified staff members to handle the scope and complexity of the project.
10. Assist with managing the divisional office and supervise Project Managers, Project Superintendents and admin staff, depending on the location.
11. Mentor, train and coach staff to perform to the expectations of the company guidelines.
12. Attend owner and project meetings, and maintain continuous client contact to gauge performance perceptions and communicate relevant information to Project Team.
13. Exemplifies the service attitude of The Trevino Group at all times.
14. Performs other duties upon request.

Requirements

- Master of Business Administration preferred
- Bachelor's degree in related field or equivalent years of experience
- 5-7 years executive level management background in a 10 to 15 year Project Manager career in the construction management field.
- Exceptional leadership, organizational, and time management skills
- Strong analytical and problem-solving skills
- Excellent interpersonal and communication skills
- Proficient in Microsoft Office and a strong working knowledge of Excel, MS Project, and Bluebeam.