

Project Manager



Primetime was established in January 2006 with the purpose of being a 'one-stop-shop' for healthcare maintenance services. Our team consists of over 70 employees with decades of experience in the healthcare maintenance service industry. Our growth over the years has been fueled by our quality of service and workmanship and driven by our deep expertise in the industry. Moreover, our commitment to our customers over the years and the relationship we have built are what keeps us grounded and motivated to keep doing what we are doing.

Overview of the Position:

The Project Manager will be responsible for management of all planning activities. As such, this position has full authority and responsibility over all activities relating to this department.

Highlighted Responsibilities Include

- Ensure projects are scheduled on time and within the scope of the contract
- Ensure projects are scheduled 4-6 weeks out, at a minimum, for efficiency and cost savings
- Ensure effective project management and interdepartmental/interagency collaboration
- Leads an interdepartmental team to complete an assigned project on time, to specifications, and with accuracy and efficiency.
- Outlines the tasks involved in the project and delegates accordingly.
- Conducts cost analysis, estimating expected costs for the project.
- Document specific project issues and resolutions for cumulative lessons learned
- Prepares and implements a budget based on estimates.
- Conducts risk assessments, reports identified risks to management and provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Interact professionally using excellent communication skills with a diverse group, managers, and subject matter experts
- Addresses questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, customers, and vendors.
- Communicates and collaborates with sales and marketing teams to provide training and information required to promote and sell new projects, programs, and systems.

Additional Requirements:

- High School Diploma or Equivalent, Bachelors Degree in Project Management, Business Administration or related field preferred.
- 3+ years in project management
- 3+ years managing 10 or more personnel
- Ability to travel out of town during the week or on weekends.
- Experience with MS Project and a PPM tool is preferred
- Health Care Construction (HCC), Certified Healthcare Constructor (CHC) or related certifications preferred.
- Work Location: Multiple Locations

Benefits

- Health Insurance
- Vision Insurance
- Dental Insurance
- Holiday Pay

Equal Opportunity Employer

Primetime is proud to be an Equal Employment Opportunity, we promote a respectful work environment of inclusion and committed to build teams that represents a variety of backgrounds, perspectives, skills, and experiences.