

BURTON

Civil Engineering Contractors

Expression of Interest – Project Manager

Burton Contractors is a successful second generation civil construction business with a fresh and unique approach to business management. Burton Contractors places high significance on traditional functions while valuing the importance of contemporary and current practices.

The Project Manager must possess progressive thinking, demonstrated commercial success and robust Project Administration capabilities. A rigor and discipline for converting project programs to solid and well-organized site activities, exceeding project time line and profit outcomes is a defining requirement of this position. Formal Civil Engineering qualifications are vital, as is having worked in a civil construction business similar to that of Burton Contracting.

This position requires sophistication, cleverness and a talent for Project Management, Project Administration, Resources and Material utilisation. A flair and capacity for multi-tasking is critical as is the significance of Client Care Practices. It requires sound OHS, Environment and Quality aptitude with an appreciation for compliance with various forms of legislation and regulations impacting the industry today.

Project Management is a significant partner of other key functionalities in our business. It demands both a collaborative and co-operative style that is defined by confident self-reliant and accomplished capability.

This individual must be able to assist with meeting and responding to company goals and objectives. Demonstrate sound judgment and acumen with the ability to provide analysis and insight through the capture of data drawn from Construction and Resources Management activities.

Essential criteria to be considered:

- Strong commercial aptitude
- Site Management
- Project and Contract Administration
- Resources Management & Utilization
- Aptitude both in written and verbal form
- Problem solving - deductive reasoning & analytical thinking
- Sound working knowledge of Microsoft Word, Excel
- OHS - Quality & Process Improvement Management
- Functional Capacity at client and project level
- Report preparation and interpretation

The role offers a talented, highly organised, focused and energetic individual the opportunity to put their know-how into practice in a responsive, relaxed and professional organization striving for "Best Practice". Flexibility, inventiveness and expediency will be integral to their success.

Please forward your covering letter and CV to: lucinda.bruno@burtoncontractors.com.au

