

Pre-Construction Project Manager

Anura Energy



Company Overview

Anura Energy is an energy efficiency services provider that delivers a wide range of energy-saving solutions to meet the energy saving goals for our clients and customers. Our efforts include program design, project management, project fulfillment and data analysis. Our company strives to deliver value at every touch point with a team of enthusiastic and hardworking individuals.

Position Summary

As a Pre-construction Project Manager, you will be responsible for overseeing all aspects of the pre-construction phase of a project, from initial planning to the start of construction. You will collaborate closely with clients, subcontractors, engineers, and other stakeholders to ensure that projects are thoroughly planned, scoped, and budgeted before entering the construction phase. Your role will involve conducting site assessments, coordinating with design teams, estimating costs, and developing project timelines. Additionally, you will play a key role in value engineering, risk assessment, and procurement strategies to optimize project outcomes.

Location

Office is in Naperville, Illinois. In-person or hybrid work environment. Typical work activities will occur in an office setting but may also include visiting project sites to conduct assessments and meetings with stakeholders. This role may involve occasional travel to client locations or vendor facilities.

Position Key Responsibilities

- **Project Planning:** Lead the pre-construction planning process, including defining project objectives, scope, and deliverables.
- **Budgeting and Estimating:** Develop accurate cost estimates for materials, labor, equipment, and other project expenses. Analyze project specifications and drawings to identify cost-saving opportunities.
- **Value Engineering:** Collaborate with design teams and subcontractors to identify opportunities for value engineering, ensuring that projects are delivered cost-effectively without compromising quality or functionality.
- **Risk Management:** Conduct thorough risk assessments to identify potential project risks and develop mitigation strategies. Proactively address issues related to scheduling, resource allocation, and project scope to minimize delays and cost overruns.
- **Procurement:** Coordinate the procurement of materials, subcontractor services, and equipment necessary for project execution. Negotiate contracts and agreements with vendors to secure favorable terms and pricing.
- **Client Communication:** Serve as the primary point of contact for clients during the pre-construction phase. Provide regular updates on project progress, budgetary considerations, and any potential challenges or opportunities.
- **Team Coordination:** Work closely with architects, engineers, consultants, and other stakeholders to align project objectives and ensure that design plans meet client requirements and regulatory standards.

- Documentation and Reporting: Maintain accurate records of pre-construction activities, including cost estimates, design revisions, and project timelines. Generate comprehensive reports and presentations for internal and external stakeholders as needed.
- Continuous Improvement: Stay abreast of industry trends, best practices, and emerging technologies in pre-construction management. Identify opportunities to enhance processes, improve efficiency, and drive innovation within the organization.

Required Position Qualifications

- Bachelor's degree in Construction Management, Engineering, Architecture, or related field
- Minimum five years of proven experience in pre-construction management, ideally within the construction industry.
- Strong knowledge of construction methods, materials, and building science.
- Proficiency in project management software, estimating tools, and Microsoft Office suite.
- Excellent communication, negotiation, and problem-solving skills.
- Ability to work effectively in a fast-paced environment and manage multiple priorities simultaneously.
- Detail-oriented with a focus on accuracy and quality assurance.
- Leadership skills to motivate and coordinate cross-functional teams effectively.

Desired Position Qualifications

- Building Performance Institute (BPI) certification
- Project Management Professional (PMP) certification
- Bilingual

Full time salary position. Typical schedule is weekdays 8 am to 5 pm.

Salary range \$85,000 - \$95,000 depending on experience, plus performance pay.

Paid vacation, holidays, health care, and 401k benefits.

Drug and smoke free environment. Must be able to pass background check and have a clean driving record.

To apply, please send a cover letter and resume to careers@anuraenergy.org.