



MILL CREEK

Project Manager

Mill Creek, based in the Kansas City metropolitan area, performs equipment planning, outfitting of furniture, fixtures and equipment and transition management for commercial and associated healthcare facilities across the nation. Mill Creek manages both the design and construction of the FF&E/IO process. We are seeking a Project Manager for our Kansas City office. This person effectively plans and manages all aspects of the projects. This is a regular full time, exempt position.

Responsibilities

- Be the leader of the project. Effectively manage and communicate with project team. Ensure 100% client satisfaction
- Develop and manage project budgets.
- Create and update schedules. Be on time.
- Oversee project team which typically includes- Transition Manager, Equipment Planner, Interior Designer, Public Relations Director and On-Site Superintendent.
- Manage project inventories and all related data.
- Develop Room x Rooms
- Develop master product and supply lists
- Coordinate drawings
- Facilitate user meetings. Issue Meeting Notes.
- Prepare project billings.
- Prepare all closeout documentation.
- Manage multiple projects concurrently
- Perform additional duties as needed and as assigned

Qualifications

- Minimum 5 years experience as a Healthcare Project Manager for a General Contractor
- Bachelors Degree in Construction Management or similar degree
- Design-Build Project Management Experience (medical experience required)
- Corps of Engineer Project Management Experience Strongly Preferred
- Will be asked to travel 35% of job.

- *Physical Demands:* Ability to communicate in person, on the phone and by email. Must be able to navigate a construction site for extended periods. Must be able to travel by all means of transportation.

We are an Equal Opportunity Employer. Please send your resume to Jim.ODaniel@prllc.net or call 314.219.7941 to apply.