JE Dunn

Best people + right culture. These are the driving forces behind JE Dunn's strategy for success. By hiring the best people we can find, giving them interesting and challenging work, and letting them share in the company's rewards, we've found a sustainable way to grow in our industry for the last 90+ years.

JE Dunn believes in providing the best tools for employees to get the job done right. Lean operation processes. Digital document collaboration. LEED-certified, occupant-focused environments. We make sure our workforce is prepared for the job, and we expect the best. Our diverse teams around the country strive to enrich lives through inspired people and places every day, and we need inspired people like you to join us in our pursuit of building perfection.

Key Role Responsibilities - Core

SIS PROJECT MANAGEMENT FAMILY – CORE

- Supports all aspects of the company's safety culture and creates awareness by demonstrating commitment to an injury-free environment through individual actions and mentoring others.
- Coordinate technology related design and construction efforts that meet the constructability, quality, financial and technical standards.
- Provide technical expertise related to design assist, installation, and network integration of complete and related systems
- Create technology specific scopes of work and responsibility matrices tailored to individual projects.
- Perform quantity takeoffs and obtains vendor & trade partner pricing to compile complete & accurate budgets or hard bid proposals.
- Manage budgets, costs and projections related to assigned projects.
- Assist with the development, dissemination, accountability and discipline of SIS processes and standards.
- Lead, coach and motivate team members in a proactive manner, consistent with the JE Dunn's Strategic Objectives and Core Values.
- Support the deployment of SIS strategies for project delivery to achieve project financial, quality and performance objectives.
- Participate in companywide communication programs and strategy sessions to enhance the company's ability to effectively market, sell and deliver technology related services
- Manage budgets, schedule, staffing projections, billing and collections relating to assigned projects.
- As part of the project master schedule develops and manage a project plan & schedule to identify tasks, resources and timing to achieve project objectives (scope, schedule, cost, quality).
- Track and report progress on the achievement of project milestone(s) with team members, stakeholders and team leaders.
- Communicate, track and resolve issues in an effective and prompt manner throughout the life of the project.
- Determine how results will be measured and complete a post-project evaluation of performance to plan.
- Ensure that all project documents are properly managed and archived upon project completion.

Key Role Responsibilities - Additional Core

N/A

Knowledge, Skills & Abilities

- Ability to perform work accurately and completely, and in a timely manner.
- Communication skills, verbal and written (Intermediate).
- Ability to conduct effective presentations.
- Proficiency in MS Office (Intermediate).

- Demonstrate the ability to effectively develop project proposals, fees and work plans.

- Ability to demonstrate strong personal and interpersonal skills as a self-starter with strong follow through.
- Thorough knowledge of project processes and how each supports the successful completion of a project.
- Ability to build relationships and collaborate within a team, internally and externally.
- Ability to manage budgets, maximize profitability and generate future work through building relationships.
- Ability to build relationships with team members that transcend a project.

Education

- Bachelor's degree in construction management, IT or related field (Required).
- In lieu of the above requirements, equivalent relevant experience will be considered.

Experience

- 5+ years' experience in Information Technology/Security/Life Safety related systems (Required).
- 5+ years of project management experience (Preferred).

At JE Dunn, you'll receive an abundance of resources dedicated to ensuring your success and future development

Employee-focused culture
Whether it's our Employee Stock Ownership Plan (ESOP), company wellness program, or modern workspaces, we put the satisfaction of our employees at the forefront of everything we do.

Award-winning benefits package
Named one of Plan Sponsor Magazine's 2015 Plan Sponsors of the Year, JE Dunn's employee benefits package ranks among the top of our peer group, meeting and exceeding standard expectations.

Professional training opportunities
Our employee development team works full-time to create growth opportunities across the company. We encourage employees to take command of their own development, and we make sure they have what they need to take that next step.

Community-driven workforce
Corporate and personal involvement in the communities in which we work is simply part of the job-JE Dunn as an organization is proud to donate over 10 percent of our pre-tax earnings to charities around the country each year.

JE Dunn Construction is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer and it is our policy to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. JE Dunn Construction is a background screening, drug-free workplace.

Accessibility: If you need an accommodation as part of the employment process please contact Human Resources at careers@jedunn.com

JE Dunn Construction Company does not accept unsolicited resumes from search firms or agencies. Any resume submitted to any employee of JE Dunn Construction without a prior written search agreement will be considered unsolicited and the property of JE Dunn Construction Company. Please, no phone calls or emails