

Project Manager Job Description

Department: Operations Department

Term of Employment: This position is based on the project cycle, the contract will be naturally terminated after the completion of the project, and those with excellent performance will have the opportunity to participate in more subsequent projects.

Band: Project Manager

Reporting Accountability: Operations Manager

Scope of Responsibility:

Project Planning and Execution:

- Develop detailed project plans, including but not limited to construction schedules, cost budgets, material procurement plans, and quality control standards, to ensure that the project proceeds smoothly according to established schedules, budgets, and quality requirements.
- Conducts regular construction progress and problem reporting meetings with the school, collects and documents decisions on preliminary design and major decisions, as well as any change orders.
- Ensure that during project implementation, the design plan, construction plan, materials, and processes comply with relevant national requirements, while meeting the school's utilization needs.
- Lead the project team to implement plans, monitor construction progress, and flexibly adjust strategies to meet challenges and changes during project implementation.

Team Leadership and Coordination:

Longhu Middle Ring Road and Chaoyang Road Intersection, Zhengdong New

Manage the project team, including designers, engineers, contractors and suppliers, etc., to ensure effective communication and collaboration among the team, to solve various problems



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Location 地址



during construction, and to ensure that the renovation results meet the school's usage requirements.

- Coordinate and resolve technical problems, schedule delays and other emergencies during the construction process to maintain good internal and external relationships.
- Understand and know the school characteristics and functional characteristics, can put forward professional guidance in the project and landing.

3. Quality Management:

- Ensure that all construction activities strictly comply with national building regulations, safety standards and environmental protection regulations, organize regular safety inspections and implement civilized construction measures.
- Supervise the project quality and correct deviations in time.
- Carry out comprehensive monitoring of project quality, organize acceptance by stages, and ensure that the decoration results meet the design requirements and use standards

4. Cost Control:

- Accurately manage project budgets, optimize resource allocation, and monitor cost expenditures.
- Regularly review financial reports to ensure that projects run efficiently and within budget.

5. Risk Management:

- Ensure student safety is maintained as the top priority for the school and the project. The
 Project Manager is tasked with communicating, implementing, and overseeing that all
 individuals, companies, and units involved in the project fully comprehend this central
 requirement, and formally obligates contractors and personnel to uphold their responsibility in
 achieving this anticipated objective.
- Identify potential project risks, develop preventive measures and response strategies, and handle emergencies promptly to minimize the project schedule's impact.
- During material selection and construction, choose materials that are safe, healthy, not
 harmful to students and teachers in the long term, durable, easy to clean and maintain, and







other materials that meet the characteristics of the school. Avoid future health, safety and use risks.

Identify problems and avoid risks in a timely manner, and actively communicate solutions to ensure that the renovation results meet the school's expectations.

Compliance and Licensing:

Responsible for all types of approvals required for the project to ensure that all construction activities are legally compliant. Ensure that the construction process and construction results are legally compliant.

7. Stakeholder Management:

Maintain good communication with school management, teachers' representatives, students' parents and other external stakeholders, report the progress of the project on a regular basis, collect feedback and adjust accordingly.

8. Acceptance and Delivery:

- Organize the project acceptance process to ensure that all construction parts meet the acceptance criteria, complete the project documentation and successfully deliver the project.
- After the construction is finished, make sure data, information and areas-of-concerns are registered, and follow up on areas that need further corrections and adjustments.

Comply with the code of conduct in the child protection policy and the code of conduct for non-smoking in the operational areas of the school district, etc.

Qualifications Required:

- (1) Possess a Bachelor's degree or higher in Architecture, Engineering Management or related field.
- (2) At least five years of experience in renovation and construction project management, with experience in school or international school renovation projects and management preferred. Fully understand the pain points of school renovation.



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- (3) Proficient in project management tools and methodologies, PMP certification holder is preferred.
- (4) Strong leadership, communication and coordination organizational skills and problem-solving ability.
- (5) Familiar with national construction laws and regulations and industry standards.
- (6) Ability to adapt to high-intensity work environment with good time management and multi-tasking ability.
- (7) Good communication skills, ability to communicate in English is a plus.

Sias International School is committed to protecting all children and young people from harm.

项目经理岗位描述

部门:运营部

合同期限: 本职位基于项目周期, 项目完成后合同自然终止, 表现优 异者有机会参与后续更多项目。

汇报上级:运营经理

职责描述:

1、项目规划与执行:

制定详尽的项目计划,包括但不限于施工进度安排、成本预算、材料采购计划和质量控 制标准,确保项目按既定时间表、预算及质量要求顺利进行。





郑州郑东新区而吓斯外籍人员子女学校

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- 确保项目实施过程中,设计方案、施工方案、材料、工序等符合国家相关要求,同时满 足学校的使用需求。
- 召开定期与学校的施工进度和问题汇报会议,收集和记录初步设计和重要决策的决定, 以及任何变更单。
- 领导项目团队实施计划,监督施工进度,灵活调整策略以应对项目实施过程中的挑战与 变更。

2、团队领导与协调:

- 管理项目团队,包括设计师、工程师、承包商和供应商等,确保团队间有效沟通与协作, 解决施工中出现的各种问题,确保装修效果满足学校使用需求。
- 协调解决施工过程中出现的技术难题、进度延误及其他突发状况,维护良好的内外部合 作关系。
- 理解并了解学校特性和功能特性,能在项目中提出专业指导意见并落地。

3、质量管理:

- 确保所有施工活动严格遵守国家建筑法规、安全标准及环保规定,组织定期安全检查, 实施文明施工措施。
- 监督工程质量,及时纠正偏差。
- 对工程质量进行全面监控,组织分阶段验收,确保装修成果达到设计要求和使用标准。

4、成本控制:

- 精确管理项目预算,优化资源分配,监控成本支出。
- 定期审核财务报告,确保项目在预算范围内高效运行。

5、风险管理:

- 确保持续性地维护学生安全是学校及项目的首要任务和核心。项目经理负责与传达、 落实并监督所有参与本项目的人、公司、单位均明确这一核心要求,并正式要求各承 包商、人员承担起实现此预期目标的责任。
- 识别项目潜在风险, 制定预防措施和应对策略, 及时处理突发事件, 最小化对项目进度 的影响。





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- 在材料选购和施工过程中,要选择安全的、健康的、长期对师生无害的、耐用、易清洁 维护等满足学校特性的材料。避免未来出现健康、安全和使用风险。
- 及时发现问题并规避风险,积极沟通解决方案,确保装修效果达到学校预期。

6、合规与许可:

 负责办理项目所需的各类审批手续,确保所有施工活动合法合规。确保施工过程和施工 结果合法合规。

7、利益相关者管理:

与校方管理层、教师代表、学生家长以及其他外部利益相关者保持良好沟通, 定期汇报 项目进展, 收集反馈并做出相应调整。

8、验收与交付:

- 组织项目验收工作,确保所有施工满足验收标准,完成项目文档整理,成功交付使用。
- 施工结束后,对有需要进一步修正和调整的区域,做好数据登记和跟进。

遵守儿童保护政策中的行为准则与校区运行区域禁烟行为准则等。

岗位要求:

- 1、拥有建筑学、工程管理或相关领域的本科及以上学历。
- 2、至少五年以上装修施工项目管理经验,具有学校或国际学校装修项目和管理经验者优先。 充分了解学校装修的痛点。
- 3、精通项目管理工具及方法论,持有PMP认证者优先考虑。
- 4、强大的领导力、沟通协调组织能力及问题解决能力。
- 5、熟悉国家建筑法律法规及行业标准。
- 6、能够适应高强度工作环境,具备良好的时间管理和多任务处理能力。
- 7、良好的沟通技巧,能够用英文进行工作交流更佳。

西亚斯外籍人员子女学校致力于保护所有儿童和青少年免受伤害。

