

## JOB DESCRIPTION: SENIOR PROJECT MANAGER

### JOB DETAILS:

REFERENCE #JD2321

LOCATION Auckland

EXPERTISE Project Management / Contract Management / Engineer's Representative

WORK TYPE Permanent / Fulltime

### JOB DESCRIPTION

- The chance to work with a diverse, high performing team of professionals
- Dynamic company with top-tier clients and projects
- Genuinely great team environment and positive culture

We are looking for an experienced professional with great relationship-building skills to join our Auckland Infrastructure & Delivery team as a senior-level Project Manager. The successful candidate will be a proactive individual who can take the lead on delivery of high-profile infrastructure and transportation projects - from site assessment and design, through to construction and handover.

Our Auckland office is in the hub of Takapuna - a short walk to the beach, lake, shopping precinct and eateries.

### ABOUT THE ROLE

Our reputation and track-record of proven results mean Stellar attracts some great work from notable clients - we need to expand our Infrastructure & Delivery team to support the growth. Reporting to the Team Leader Auckland – Infrastructure Delivery, you will be responsible for excellence in the execution of our project management initiatives. The primary objective is to provide outstanding service to clients while ensuring the successful delivery of our high-profile projects.

Some responsibilities of the role will include:

- Undertaking infrastructure, transportation and commercial construction consultancy tasks for external and internal clients.
- Performing site inspections and assessing Health, Safety, Environmental and Quality Assurance performance of contractors in line with contract documents & current NZ HSE requirements.
- Providing guidance and support as a senior member of the Infrastructure Delivery Team.
- Leading proposal preparation, job delivery, work planning and financial management tasks.

- Fostering strong relationships with clients, identify opportunities for engagements for the Infrastructure Delivery Team and wider organisation.
- Providing initiative and practical advice to identify solutions to job-specific challenges.
- Ensuring technical and quality requirements of work are met and maintained.
- Keeping good records of all work and communications undertaken.
- Maintaining appropriate, open, friendly relationships with clients, sub-consultants and contractors.
- Working towards and maintaining appropriate professional memberships.

### ABOUT YOU

- You will have at least 10 years' experience as a Project Manager in the civil and infrastructure industry, with a proven track record of delivery projects to time, budget and specification. Experience in fields such as roading, civil infrastructure, urban development, rail, and other general civil works would be advantageous.
- You are well-versed in the New Zealand construction management environment and NZS3910 or NZS3916, with experience working alongside highly trained professionals.
- You have performed roles such as Engineer to Contract or Engineers Representative.
- You have gained a tertiary degree in a field such as civil engineering or construction management and may have also undertaken other relevant training in areas such as project management and NZTA accreditation.
- You are a great communicator - both verbal and written - and are effective at establishing meaningful professional relationships.
- You like to be highly organised and pay attention to detail – remaining mindful of the bigger picture.

- You value being a part of a team that supports each other, and you take pride in the work you do.

### WHY STELLAR PROJECTS?

After being founded in 2013, we have grown to over ninety staff in a relatively short space of time. Our success is largely due to the high calibre of personnel we attract and retain, with specialists in a wide range of services.

We understand the importance of providing a great experience for our stakeholders - both internal and external. Professionally fulfilled employees with job satisfaction translates to a thriving business – our people are our success, and we want to nurture that.

We offer a competitive salary with flexible working arrangements. Our employees are covered by a life insurance scheme, there is an employee-share programme, and we facilitate professional memberships and active support of career development. In addition to the 'little things' – such as fresh fruit, beverages and regular morning teas – we have an employee assistance program and an empathetic approach to individual needs.

We believe it is the intangible things which stand us apart. Our team genuinely enjoys working together, and our office vibe is a relaxed and warm professional environment. Our regular social events – such as trips inter-region, snow trips, family picnics, triathlon events, quiz nights and others – go towards fostering great working relationships.

If you are looking for a company that wants their people to thrive, then Stellar Projects may be the right place for you.

### IF YOU ARE INTERESTED:

Please submit your CV and a cover letter which outlines the reason for your interest in this position and indicating the match of your skills and experience to our job requirements (or if you have any questions about the role or Stellar Projects) to:

[careers@stellarprojects.co.nz](mailto:careers@stellarprojects.co.nz)