



D. Suehiro Electric, Inc.

mail@dsehawaii.com

Phone: (808) 591-8884

Fax: (808) 591-8885

Job Posting – Electrical Project Manager

We are a local electrical contractor seeking candidates with an electrical background and previous construction experience to join our team. Candidate must have a great attitude and work ethic, as well as a desire to strive for the best. We offer outstanding benefits and opportunity for advancement. For consideration, please submit your resume to mail@dsehawaii.com, with the phrase of “Project Manager” in the subject line.

Position Title: Electrical Project Manager

Location: Honolulu, Hawaii

Duration: Full Time

Salary: Salary commensurate with training and experience.

Responsibilities Include:

- Interacting with clients throughout the construction process to ensure that all needs are being met.
- Reviewing plans and technical documents pertaining to the project.
- Reviewing electrical estimates with estimator
- Reviewing contract documents pertaining to the project.
- Preparation of project schedules.
- Preparation, tracking and knowledge of project submittals.
- Preparation and tracking of RFI's.
- Preparation and tracking of change orders.
- Managing procurement of project materials & equipment.
- Providing oversight and coordination of project activities.
- Providing technical support to field.
- Monitoring the quality of work.
- Monitor job progress and job costs.
- Creating and managing electrical shop drawings and as-builts.
- Preparation and tracking of project close-out documents.

Education and Skill Qualifications:

- Electrical background is preferred.
- Minimum 5 years construction project management experience.
- Must have effective multi-tasking and organizational skills.
- Must have effective communication and interpersonal skills.
- Must have knowledge of Microsoft Excel, Outlook, and Word.
- Must have ability to read plans and specifications.

Benefits Include:

- Medical, Dental, 401K