



Position Title: Jr. Project Manager – Power Division **Location:** In person; Honolulu, Hawaii
Duration: Full Time **Salary:** Salary to commensurate with training and experience

Responsibilities Include:

- Assist with electrical projects from inception to completion, ensuring adherence to timelines, budgets, and company standards.
- Support senior project managers in developing project plans, schedules, and budgets to ensure efficient project execution.
- Assist in coordinating project activities with internal teams, subcontractors, suppliers, and clients. Maintain clear and regular communication to ensure project objectives are met.
- Assist in maintaining accurate project documentation, including contracts, change orders, progress reports, and meeting minutes. Prepare reports and presentations as required by project stakeholders.
- Assist in allocating resources effectively, including personnel, equipment, and materials, to meet project requirements and deadlines.
- Support quality control efforts by participating in inspections, identifying issues, and ensuring compliance with relevant codes and standards.
- Identify potential risks and implement mitigation strategies to minimize project disruptions and ensure safety and compliance.
- Aid in addressing client inquiries, resolving issues, and maintaining positive relationships throughout the project lifecycle.

Education & Skill Qualifications:

- Bachelor's Degree in Electrical Engineering, Construction Management, or a related field is a plus.
- One (1) year of relevant construction experience is preferred but not required.
- Ability to read and interpret construction plans, specifications, and other technical documents is preferred, but not required.
- Excellent organizational skills and ability to prioritize tasks and multitask.
- Knowledge of project management principles and practices.
- Effective communication skills to collaborate with internal teams, clients, suppliers, and subcontractors.
- Strong analytical and problem-solving skills, with the ability to think critically and adapt to changing project requirements.
- Experience with AutoCAD, McCormick or similar drafting software is preferred, but not required.
- Strong proficiency with Microsoft Office Suite (Excel, Outlook, Word) and Adobe Acrobat.

Benefits Include:

- Medical, Dental, 401(k) Employer Match, Paid Vacation and Sick Leave
- Competitive salary and opportunities for professional growth and development

To apply, email your current resume and appropriate job title to marissa@dsehawaii.com Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the role.