

## CAREER OPPORTUNITY

The St. Kitts Co-operative Credit Union Ltd is seeking applications from suitably qualified persons to fill the position of **Project Manager**.

### **General Definition**

The **St. Kitts Co-operative Credit Union (SKCCU)** Ltd is a financial co-operative that assist its members in attaining their financial goals. It provides quality financial services and products to help its members save, borrow, and invest to achieve their financial goals. The SKCCU is proud to treat its customers like family.

The **Project Manager** is responsible for overseeing of the process involved in the SKCCU's new housing project - Scenic View Homes, and receive and verify relevant documents for loan processing, in relation to the project.

Responsibilities of the successful candidate will include, but are not limited to the following:

- Manage the budget and prepare estimates.
- Assist with evaluating loan applications.
- Maintain an inventory of tools and equipment.
- Ensure supplies and equipment are ordered and delivered according to schedule.
- Prepare reports on job status.
- Resolve issues in a professional and timely manner.
- Manage the day to day project tasks on behalf of the Scenic View Committee.
- Liaise with the external Project Manager, as necessary.
- Conduct site visits to monitor progress and quality standards.
- Ensure safety standards are maintained.
- Key point of contact for the Scenic View Project.
- Monitor the external project manager's contract and certify requests for payment.
- Certify all construction materials requests before payment is approved.
- Report to the Committee and Board of Directors as required

### **Requirements**

**The Post Holder must have:**

- Bachelor's degree in business or related field.
- Project Management certification will be an asset.
- 3 to 5 years' experience in managing construction projects.
- Exceptional knowledge of construction materials and equipment.
- Exceptional organization, time management and planning skills.
- Previous leadership experience.
- Knowledge of Microsoft Offices Suite.
- Strong understanding of construction management processes.
- Knowledge of relevant rules and regulations as well as quality standards.
- Conflict resolution and conflict management experience.
- Strong ability to multitask.
- Exceptional communication, interpersonal and negotiating skills.

**Remuneration**

Commensurate with one's qualifications.

**Application Deadline**

Interested persons are asked to apply on or before **July 9<sup>th</sup>, 2021** by submitting a letter of interest and their résumé to [applications@skccu.com](mailto:applications@skccu.com). All letters must be addressed to:

Mrs. Janet Harris  
Chief Executive Officer  
St. Kitts Co-operative Credit Union Ltd  
Bladen Commercial Development  
Basseterre, St. Kitts

**Please note, only applicants with the required qualifications and experience will be contacted for an interview.**