

ROLE DESCRIPTION

CONSTRUCTION PROJECT MANAGER

WHAT YOU DO

You lead and manage construction projects end-to-end, ensuring they are delivered efficiently, professionally, and in full compliance with company standards, policies, quality requirements, and timelines.

You oversee planning, budgeting, contracting, execution, documentation, and collaboration with internal and external partners to secure sustainable, safe, and cost-efficient project outcomes.

WHO YOU ARE

You are a structured, detail-oriented construction professional with strong technical knowledge, solid project-management skills, and the ability to anticipate risks and drive solutions.

You collaborate effectively with multiple stakeholders, uphold high standards of quality and safety, and consistently ensure that projects are executed with transparency, integrity, and operational excellence.

HOW YOU DO IT

By acting in line with our Values, having a growth mindset and acting as role model, you contribute to H&M’s business success through people engagement.

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.

WHAT YOU DO

Your responsibilities

Planning, Budgeting & Pre-Construction

- Prepare investment project budgets and business cases in line with global Construction Processes.
- Conduct site surveys, perform value engineering, and prepare risk analyses to support decision-making.
- Develop detailed project plans based on input from internal teams and external consultants, optimizing timelines and reducing installation, labour and related costs.
- Align with Leasing and Legal on contractual obligations and project demarcation.
- Liaise with consultants and authorities to secure all required permits.
- Continuously improve planning and follow-up tools and share best practices across the team.
- Apply retro planning using input from other departments and consultants to minimize installation, labor, and other costs.

Procurement, Contracting & Partner Management

- Support (Procurements Specialist) with external partners sourcing.
- Support the pre-qualification of new contractors to maintain a strong, high-quality supplier base.
- Review contracts to ensure all project and country-specific risks are covered and attach execution and payment schedules accordingly.
- Ensure all contracts and appendices are approved and signed before any work begins.
- Secure contractual obligations through qualitative contract management throughout the project lifecycle.
- Ensure country-specific risks are incorporated in contracts and that payment schedules follow legal/market norms.
- Ensure that all contracts are stored and signed according to approval rights and governance rules.

Project Execution, Quality & H&S	• Secure that stores are designed and built in line with building specifications and interior guidelines. • Follow up on construction progress through site visits and project meetings, ensuring deadlines, quality standards and compliance are met. • Ensure Health & Safety requirements are in place and consistently followed. • Manage change orders, secure transparency in all project finances, and keep the project budget within approved forecasts. • Ensure invoices reflect contractual terms and that landlord contributions are followed up.
Documentation, Handover & Collaboration	• Ensure project timelines are accurately updated in LIMA (Planon) to support internal planning and future benchmarking. • Secure complete documentation before, during and after the project, stored according to global guidelines. • Challenge change orders proactively and ensure financial transparency for all projects. • Follow up on payment of landlord contributions to ensure timely reimbursement. • Ensure a structured and qualitative handover to Facility Management. • Proactively share relevant information with other departments in a timely and structured way. • Collaborate regularly with cross-functional teams, both giving and requesting feedback to identify improvement opportunities.
Key Stakeholders:	• Lease Manager, Controlling, Procurement Specialist, Store Teams, Sales Teams, General Contractors, Consultants

WHO YOU ARE

Your knowledge: education, skills, experience

Education

- Bachelor's degree in engineering, Business Administration, or a similar relevant field.
- Project Management certifications are meriting.

Technical Skills

- Strong understanding of construction-related areas and the ability to identify risks and opportunities in a retail environment.
- Knowledge of supplier and contract management.
- Proficient in MS Office; experience with Outlook, Excel, PowerPoint, Power BI and MS Teams.
- Advanced English skills (written and spoken).

Experience

- ~ Several years of relevant experience within retail construction, facility management and/or real estate.
- Experience managing external suppliers and ensuring follow-up on contractual obligations.
- Proven experience in project management and coordinating multiple stakeholders.
- Experience working in a large international or matrix organisation is meriting.

Personal Competencies	• Structured and methodical, with strong planning and organizational capabilities. • Communicative, supportive and consultative, with a creative and solution-oriented mindset. • Resilient and achievement-oriented, maintaining focus and drive under pressure. • Values teamwork and collaborates effectively across functions.
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HOW YOU DO IT

Your behaviours: living the values, having growth mindset.

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.

Our Values	Values in action
Our values have both guided and united us since 1947. They are the foundation of our culture, embedded in everything we do and everything we create.	Our values are put into action through their key behaviours/competences, that guide everyone here to perform a task successfully regardless of role. See below.
• We are one team • We believe in people • We are entrepreneurs • We make constant improvement • We are cost conscious • We are straight forward and open minded • We keep it simple	• Collaboration (e.g., the ability to be collaborative, inclusive, engaging) • Empowerment (e.g., the ability to be empowering, trusting, listening) • Innovation (e.g., the ability to be innovative, risk-tolerant, flexible) • Improvement (e.g., the ability to be action oriented, taking ownership, willing to learn) • Resourcefulness (e.g., the ability to be resourceful, responsible, proactive) • Honesty (e.g., the ability to be open-minded, sincere, self-aware, feedback culture) • Clarity (e.g., the ability to be clear, efficient, effective) More detailed examples of how the key behaviors/competences can be expressed can be found in the document  Values in Action Overview.pptx, please click on link to access.

OUR VALUES are the starting point for how we act. They form a red thread throughout the competences needed in your role