

### Summary

Cresa St Louis is seeking an experienced, organized, and ambitious individual to fill a position as Senior Advisor of Project Management (Owner's Representative). Founded in 1993, Cresa is an international, fast-growing commercial real estate firm focused on providing integrated real estate advisory services including strategic planning, transaction, and project management. The available position is located in St Louis, MO.

### Essential duties and responsibilities

The successful candidate will be responsible for advisory services in the areas of design and construction management, development project management, move management, and building condition assessments. Under a Sr. Advisor, this individual will be advising clients on how to best resolve key issues and challenges involving design and construction.

The successful candidate must be an articulate and professional presenter. Candidates should have strong written and spoken communication skills.

The skills, knowledge and experience required for this position are as follows:

- Participate in the management of multiple, concurrent commercial construction projects from an owner's perspective
- Document a project's scope, objectives, financial goals, and schedule into the plan
- Maintain accurate budgets and schedules for the duration of the project
- Maintain project files
- Publish accurate and timely meeting minutes
- Plan and schedule meetings
- Assist in the management of the RFP process
- Ensure that project management software is up to date and complete
- Maintain and distribute reports accurately and on time
- Prepare bid analyses for review
- Review change orders for accuracy
- Build rapport and trust across all levels of a project team
- Demonstrate solid organizational and time management skills and proficient problem-solving skills
- Assist in the response to RFP's for new business and create marketing materials

### Qualifications/Experience

- Bachelor's degree in Engineering, Construction Management, Architecture, or similar
- Minimum of Three (3) years' experience assisting in the management of construction projects
- Proficiency in Microsoft Office and MS Project
- Valid Driver's License and clean driving record
- Must be authorized to work in the United States

Equal Opportunity Employer