

## Summary

The project manager 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 Senior Advisor, this individual will be advising clients on how to best resolve key issues and challenges involving design and construction.

## Essential duties and responsibilities

- Participate in the management of multiple, concurrent commercial construction projects from an owner's perspective
- Make effective decisions when presented with multiple options for how to progress with the project
- Create long- and short-term plans, including setting targets for milestones and adhering to deadlines
- Serve as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Perform quality control on the project throughout development to maintain expected standards
- 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
- Experience working as an owner's representative a plus
- Proficiency in Microsoft Office and MS Project
- Valid Driver's License and clean driving record
- Must be authorized to work in the United States