



Job Description for Project Engineer for Owners Representative

You are a high achiever looking to thrive in a fast-paced environment. You take pride in your own work but are comfortable collaborating with a team of highly motivated individuals. You can communicate clearly and concisely with teammates and clients, and you enjoy strong company culture and camaraderie. You possess strong interpersonal skills and are willing to take on diverse tasks to achieve the team's common goal. You value personal and professional growth and are ready to take the next step in advancing your career.

If this sounds like you, well, then you will love the culture at Avison Young!

About Us

Avison Young is a global commercial real estate brokerage and advisory firm, offering transaction, management, financial and consulting services. We've designed our corporate structure to best serve our clients by enhancing collaboration across our organization.

Real estate can have an enormous positive impact on people's lives – and we're in the business of making spaces and places work better for people. Our purpose is to create real economic, social and environmental value as a global real estate advisor, powered by people.

We care about each other and we have each other's backs. This makes Avison Young a great place to be a client, and a great place to work.

Of course, we love it here, but outsiders think we're pretty great too Avison Young was awarded the prestigious America's Best Midsize Employers for 2022, presented by Forbes and Statista, Inc. We're proud to be regularly recognized for our team, services and culture and our team members enjoy comprehensive compensation and benefit programs.

Key Responsibilities:

- Partners with the project management team with the day-to-day management of the design, construction and close out of projects.
- Prepare RFP's and RFQ's for assigned projects.
- Collect and evaluate contractor bids
- Create and maintain project budgets
- Prepare and maintain project schedules.
- Assist with preparing project status reports, attend/participate in project meetings, assist with project meeting minutes.
- Track Architect and Contractor submittal and RFI logs
- Assist with project site visits, including photo documentation and preparation of daily/weekly status reports.
- Assist with the review of contractor pay applications and change orders.

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- Coordination of owner vendors, FFE, move management, and audio-visual firms.
- Coordinate closeout documents, as-built drawings, O&M manuals, etc.
- Perform additional assignments as needed.

Qualifications/Experience:

- Bachelor's Degree in construction management or related field.
- Three to five years' experience in commercial construction required.
- A high degree of integrity.
- Effective interpersonal skills.
- Excellent communication skills, both oral and written.
- Ability to meet deadlines with attention to detail.
- Proficiency in Microsoft Office, ProCore, PlanGrid, Phoenix scheduling and other project management platforms a plus.
- Success factors include being a self-starter, strong work ethic, team player, time management, and very organized.

Avison Young practices as an equal opportunity employer in all services locations around the world. We are committed to building and maintaining a workforce diverse in experience, skills, and knowledge with uniformity in service excellence, commitment, and integrity.

Equal Opportunity Employer

Apply with us TODAY!