

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. 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 who inspires confidence and trust due to their experience and capabilities in the fields of real estate, design, and construction. Candidates should have exceptional written and spoken communication skills.

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

- Manage and mentor other members of the Cresa Project Management Team
- Manage multiple, concurrent commercial construction projects from an owner's perspective
- Ability to define a project's scope and objectives infusing the technical and fiscal feasibility into the plan
- Preparation of accurate capital budgets including design, construction, technology, furniture, and relocation costs; constructability knowledge is essential
- Demonstrate competence to create conceptual construction cost estimates
- Have knowledge of lease documents including the ability to review work letters
- Write sophisticated RFP's, project reports, and professional service proposals
- Develop policies and procedures for contractor selection and bidding
- Identify conflicts in clients' schedule and/or project goals
- Conduct due diligence reviews, evaluate local municipal ordinances, and determine their impact on a project
- Evaluate and analyze construction bids and change order proposals
- Review, analyze, and negotiate contracts with general contractors, architects, engineers, and other third-party vendors
- Manage design and construction contracts and maintain project budgets on behalf of clients
- Provide value engineering alternatives and ideas which will result in time savings, cost savings, and quality and/or schedule improvements
- Create both milestone and detailed project schedules
- Build rapport and trust across all levels of a project team
- Demonstrate solid organizational and time management skills; proficient problem-solving and negotiating skills
- Participate in marketing and sales activities to transaction and third-party clients
- Respond to RFP's for new business and create marketing materials

Qualifications/Experience

- Bachelor's degree in Engineering, Construction Management, Architecture, or similar
- Minimum of Seven (7) years' experience managing construction projects
- Previous experience with contract negotiation, bidding, and awarding contracts
- 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