

Project Manager – Commercial Real Estate

Northstar Project & Real Estate Services, located in Cambridge, Massachusetts, is looking to hire a Project Manager with a background in civil engineering, architecture, or construction management. Candidates must have a minimum of five (5) years prior project management experience for project management positions. Potential projects range from small and large commercial tenant interiors projects and capital projects for multi-family residential properties to ground up development projects.

ABILITIES REQUIRED

- Assist in the selection and hiring process of project design team members
- Participate in the design process providing budget, schedule and constructability input
- Engage, direct and manage engineering consultants and architects as needed to complete projects
- Review and interpret plans and specifications
- Manage relationships and interface on a daily basis with engineers, contractors, architects and colleagues on a variety of construction projects
- Prepare contractor requests for proposals, analyze/align bids and make award recommendation
- Negotiate and prepare construction and consultant contracts
- Provide day-to-day management, technical direction, supervision and coordination of construction activities
- Review and track project invoices to ensure invoice amount aligns with adjusted contract value and work completed to date
- Review project RFIs and submittals to ensure what is being submitted aligns with client's expectations and budget as well as to ensure responses are being submitted within required time frames
- Develop, manage and update project schedule incorporating all phases of the project cycle
- Evaluate and negotiate contractor's pay requests and change order requests
- When required, work with property management teams to coordinate project team access, fire alarm/sprinkler impairments, electrical service or hvac systems disruptions, etc.
- Manage multiple projects in various phases in various locations at any given time
- Tour project sites daily during construction to ensure work in place is compliant with design documents and the progress is in alignment with presented schedules
- Create and manage detailed project budgets. This includes tracking budget reallocations, change orders, commitments, expenditures, forecasts and analysis on a regular basis

- Chair and lead regularly scheduled project team and client only project meetings. Publish meeting minutes to document what was discussed/agreed to
- Administer punch list and project close-out activities, including acceptance and completion of project
- Report project status regularly to project team and client

REQUIRED SKILLS/QUALIFICATIONS

- B.S. Degree in Engineering, Architecture, Real Estate or Construction Management preferred
- 5+ Years of directly related real estate project management experience managing commercial real estate projects for project management positions
- High degree of professionalism with the ability to work with little supervision, handle multiple tasks in an organized manner, produce quality work and meet strict deadlines
- Demonstrates good judgment and develops common sense solutions to problems
- Strong technical fluency with commercial construction systems, methods and materials
- Must work well in a fast moving high expectation environment
- Experience managing teams of design and construction professionals
- Exceptional oral and written communication skills
- Knowledge of Word, Excel, Office, Project and PowerPoint
- Certifications, experience, and knowledge of sustainability initiatives such as LEED, WELL, Fitwel, or Passive House etc. is a plus

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