

Assistant Project Manager – Commercial Real Estate

Northstar Project & Real Estate Services, located in Cambridge, Massachusetts, is looking to hire an Assistant Project Manager with a background in civil engineering, architecture, or construction management. Candidates must have a minimum of two (2) years prior project management or construction administration experience for assistant 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
- 2+ years of directly related real estate project management experience managing commercial real estate projects for assistant 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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