



The Senior Associate, Construction & Development will be responsible for developing and managing construction and value-add projects, and working closely with the Property Management teams on improving operations and executing on defensive capital projects. The candidate will assist with the planning, design and construction phases of redevelopment and construction projects across a large portfolio of office, industrial, flex and life science properties. This position will be responsible for the overall coordination, execution, and completion of projects. Projects include acquisition budgets, general building renovations, defensive capital and tenant improvement work.

## Responsibilities

- Oversee the construction or physical repositioning of assets by reviewing and preparing budgets, project schedules and change orders, and job closeouts.
- Provide design input on all disciplines including architectural, MEP, structural, etc.
- Review contractor invoices and draw requests for accuracy, completeness and critical path items
- Review of civil, architectural and interior design plans in accordance with project expectations and established budgets.
- Negotiate pricing and contracts with general contractors, consultants, service vendors, architects and engineers
- Manage physical site assessment, construction risk mitigation and internal timeline expectations
- Work with acquisition team in formulating business plans to reposition assets
- Work with team to help formulate annual business plan, marketing strategies and work on future capital plans
- Partner with the on-site property management team to monitor the daily operations of the portfolio
- Assist with internal, lender and investor reporting on construction and development status
- Participate in regularly scheduled property operation calls and meetings.

### **Qualifications:**

- 5-7 years' experience working in construction or asset management
- Highly experienced with office, industrial and life science assets
- Very strong project management and communication skills
- Willing to travel 10-20%, primarily in the Northeast corridor
- Strong understanding of construction documents (agreements, drawings, etc.)
- Ability to multi-task in a fast paced, entrepreneurial environment with minimal oversight

To apply, email [jobs@griffithproperties.com](mailto:jobs@griffithproperties.com) with your cover letter and resume.