

Bulfinch

Position: Senior Associate, Development and Construction Project Manager
Department: Property Management
Reports To: VP, Director of Construction Management

About Us:

Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, management, and repositioning of commercial properties in Greater Boston. Since 1936, Bulfinch has taken a unique approach to creating value in commercial real estate and has successfully evolved and adapted to industry changes and the needs of all our stakeholders. The firm was founded on a commitment to our employees and the culture we began cultivating 85+ years ago embodies our entrepreneurial spirit and sense of family.

We are looking for a stellar Development and Construction Project Manager that embodies our core values to join our team! This person will manage the day-to-day oversight of development and construction projects as directed by the SVP, Director of Asset Management in accordance with the standards and procedures of The Bulfinch Companies, Inc.

Role + Responsibilities:

- Coordinates the execution of pre-construction activities associated with the preparation for the construction of office, medical office, retail, and lab/R&D facilities
- Works with the Director of Construction Management on the scope, schedule, budget, and overall success of multiple new and renovation projects
- Supports development budgeting, schedules, and issues and provides information and analysis of project issues to the appropriate team member(s)
- Provides status, overall planning updates, and project progress relative to submittal schedules
- Coordinates with representatives from various utility and government agencies to obtain timely action on successive phases of project completion and permitting requirements
- Assists project team with vendor contracts and bids
- Provides Design Professional contract scope, fees, and applications for payment and assists with the fiscal management of multiple projects
- Builds, develops, and manages vendor relationships
- Ensure project deadlines are hit through meticulous tracking and communication

Qualifications:

- BA/BS required; relevant major/coursework preferred
- 5 years of project management experience in construction/development field
- Excellent project management skills, including good judgement and problem-solving skills

Bulfinch

- Construction estimating and budgeting experience
- Exemplifies a “roll up your sleeves” can-do attitude, superb people skills, and a strong work ethic
- Strong familiarity with and established relationships within the Boston development and construction community
- Must be computer savvy with high proficiency in the MS Suite; Yardi, especially Job Cost Module, experience preferred
- Candidate must be an energetic self-starter/leader who is highly organized, able to manage multiple priorities and can get things done in a timely manner
- Excellent interpersonal skills with the ability to work in a team environment
- Strong written and verbal communication skills
- Excellent organizational skills, strong attention to detail and the ability to manage multiple priorities, while meeting deadlines
- High degree of personal integrity and ability to work effectively in a fast-paced team environment
- Adaptability to changing demands
- Effective problem-solving skills
- Ability to make frequent site visits
- Current/valid state issued driver’s license

The heart of Bulfinch is our people. We are committed to the individual growth and development of our most important asset - our team members. Bulfinch offers top-tier benefits and career-enhancement opportunities to all employees. We celebrate diversity and are committed to creating an inclusive environment for all employees. Bulfinch is proud to be an Equal Opportunity Employer.

As an equal opportunity employer, Bulfinch is committed to a diverse workforce. If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access Bulfinch's career website as a result of your disability. You can request reasonable accommodations by emailing Human Resources at hr@bulfinch.com or by calling 781-707-4000 and asking for Human Resources. Thank you for your interest in Bulfinch.