

Job Title

Commercial Real Estate Development Project Manager

Full Job Description

Cambridge Development has an opportunity in San Antonio, TX for an experienced Project Manager to manage all aspects of development for commercial Office/Industrial projects. Responsibilities include contract administration, client relations, and management of the construction project schedule, quality, cost, and safety. This is an office-based position with regular visits to job sites expected. Manager would report directly to the Executive Vice President of Development and a Cambridge Principal.

Responsibilities

- **Contract Administration:** Implement the terms and conditions of the contract based upon established systems, policies, and procedures. Includes bidding, preparing contract documents, defining, and monitoring compliance with documentation requirements, defining and monitoring compliance with the submittal process, and project close-out. Be familiar with AIA Contracts.
- **Cost Management:** Manage all or part of the cost of a planning, design, and construction process to remain within the owner's budget, including cost estimating, cost reporting, cost breakouts, pay requests, cash flow analysis, change orders, and forecasts. Review the GC's bids from subcontractors.
- **Schedule Management:** Monitor and manage the project schedule throughout the course of the project to ensure the project is completed in compliance with the contract terms. Includes identifying the major components of the project, their sequence, and durations, utilizing scheduling software, scheduling subcontractors and deliveries, resolving time conflict issues, and/or scheduling staffing.
- **Client Relations:** Build and maintain positive relationships with clients based on trust and value through communication, client service, and performance. Participate in preparing or contributing to the development of proposals and proposal materials. Listen to the client and understand their needs. Create and evaluate project reports and provide project status to internal and external clients.
- **Closeout:** Successfully initiate, plan, execute and close all project deliverables as committed. Supervise vendors to ensure satisfactory project completion. Prepare, publish, and communicate project status, including input into the designated tracking systems. Enjoy working in a Team environment.

Requirements

- 5+ years of project management experience in the commercial construction industry as an Owner's Representative, General Contractor, or Developer.

- Proven experience managing ground-up, commercial/industrial/office projects.
- Ability to prepare and track overall project budgets and schedules.
- Experience leading and managing numerous facets of multiple projects simultaneously.
- Proficient with architectural and MEP drawings.
- Strong working knowledge of Project Management software.
- Excellent oral and written communication skills with ability to conduct periodic project meetings either onsite or via conference calls with clients, contractors, vendors, and other stakeholders.
- Demonstrated customer/vendor relationship building experience.
- Strong organizational skills.
- Ability to travel.

In exchange for dedication and hard work, Cambridge Development, LLC offers a competitive salary (in line with experience), benefits package including health, dental, LTD/STD and life insurances. Cambridge Development, LLC also offers a 401k Plan with a generous company match. Our employees receive annual performance reviews as well as semi-annual performance-based bonuses. We are an equal opportunity employer.

Job Type: Full-time

Pay: From \$95,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekend availability

Supplemental Pay:

- Bonus pay

Education:

- High school or equivalent (Preferred)

Experience:

- Project management: 5 years (Required)

Willingness to Travel:

- 25% (Required)

Work Location: Multiple Locations

Qualified Candidates: please submit a resume with cover letter and salary requirements to rbecker@cambridgeus.com.