

## Assistant Project Manager, Development (Multifamily), San Diego, CA

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A private commercial real estate firm specializing in the acquisition, development and management of office, industrial, and residential communities throughout San Diego County is looking for an Assistant Project Manager with multi-family experience to join their development team. The company has a deep pipeline and are long-term investors, so they are passionate about the design and the product. The Assistant Project Manager, in partnership with the Development Project Managers, will be instrumental in ensuring projects are done according to scope, schedule, and budget.

### **RESPONSIBILITIES:**

- Collaborate with Manager and outside consultants as needed to create and regularly update milestone schedules, budgets, and project scopes appropriate to the phase of development of each project.
- Partner with Managers to review consultant proposals, review scope for completeness and alignment with project objectives and needs, consulting precedents when needed for comparison of both scope and budget. Provide recommendations for negotiation of final scope, and takes lead to finalize the consulting agreements.
- Anticipate and respond to project inquiries and needs to ensure continuous project momentum and eliminate bottlenecks, leading to the timely completion of key tasks by internal Managers and external consultants and contractors.
- With an understanding of business plan goals and project schedules, independently prioritize tasks related to multiple projects all while staying in close communication with Managers, contractors, and consultants.
- Collaborate with key cross-departmental and external stakeholders to ensure completion of tasks and proactively informs Development Team of the status of completion. Maintain summary of key project milestones and outstanding issues across projects.
- Supports Manager with the flow of project documentation as it relates to construction with RFIs, submittals and change orders. Works directly with Managers to follow up on tasks from weekly OAC meetings and regular consultant coordination.
- Leads the Development Administrator to schedule meetings when needed to coordinate project items and ensure necessary materials and agendas are provided in advance.
- Serve as internal and external liaison with other departments, consultants, vendors, or contractors to contribute to the effective flow of communication and lead projects to successful completion consistent with the projects' identified objectives and customer experience.
- Coordinate with Accounting Department to ensure timeliness and accuracy of budget

reports, partners with development team to ensure that budgets are kept up to date on a regular cadence, including an accurate cost to complete, necessary budget adjustments, etc.

- Partner with Managers to track project support, stakeholder concerns, and work as a liaison with community and supporters as necessary to encourage project support and public hearings and support the successful approval of projects by elected/appointed officials.
- Lead defined project outcomes as requested by Managers, including securing approval/cooperation from third-party approvers and stakeholders (e.g., post office, utility providers, etc.).
- Leads the Development Team in achieving efficient and effective communication, with easily accessible resources to document project status (scope, schedule, budget) and outstanding action items, for both internal and external team members.
- Leads the administration of contracts, change orders, certificates of insurance and related contractual documentation for development, commercial and residential building development to ensure timely execution of contracts and contribute to the ability to complete a successful development project on time and within budget.

## REQUIREMENTS:

- 2+ years of development/construction experience; ideally with multifamily experience.
- Bachelor's degree in construction management or related study or a minimum of 2 years experience as a Manager of multi-family construction.
- Experience with work-processing and spreadsheet packages, i.e. Excel, Microsoft Word, Bluebeam.
- Prior experience with Web-based Project Management software, such as Procore, preferred.
- Prior experience or willingness to learn scheduling software, such as P6 or Microsoft Project.
- Proficient in reading construction plans and documents.
- High aptitude and someone willing to stand out.
- Careful with rules and proactive.
- Detail-oriented and conservative, with a preference for high quality and technical expertise.
- High standards and a disciplined and reserved personality.
- Ability to manage multiple priorities
- Results- oriented, innovative and analytical with a drive for change.