



**Job Title: Construction Project Manager**

**Reports to: President**

**Position Overview:**

Emem Group is a Milwaukee-based firm specializing in real estate development, owner's representation, and development consulting services. As the owner's representative, the Project Manager will lead and manage the commercial real estate development projects from conception through completion. The Project Manager will serve as the contact for all communications between the owner and the project team and shall manage the Project Team to ensure the project requirements are met.

**DETAILED DUTIES AND RESPONSIBILITIES:**

- Support completion of acquisition and due diligence related tasks.
- Coordinate solicitation and contractor/consultant selection including preparing solicitation efforts, evaluating proposals, negotiating, and preparing contract documents.
- Coordinate and manage consultants to ensure they meet the project objectives and requirements.
- Provide information required of the lender closing checklists.
- Manage the entitlements processes including zoning and environmental approvals.
- Coordinate with the project team to ensure the designs meet the project needs.
- Review drawings for cost efficiency and quality assurance. Coordinate all value engineering efforts.
- Prepare and maintain project budgets and schedules.
- Manage the general contractor or construction manager at-risk to ensure they meet the project contract requirements.
- Conduct field inspections to monitor construction progress, quality, and safety.
- Attend, materially participate and often lead project meetings.
- Advise project team as needed to resolve project issues as they arise.
- Manage all aspects of the change order and shop drawings/submittal processes as they relate to the Owner's approval.
- Review and approve project invoices and applications for payments.
- Facilitate communication and coordination between project team members as needed to ensure all project requirements are achieved.
- Manage compliance with project financing requirements.
- Conduct punchlist walkthroughs on behalf of the Owner and reject work that needs correction.
- With the Design Professionals and others, advise Contractor(s) of defective work to be corrected.
- Manage, advise, and consult the project team to ensure the project is completed on schedule, within budget and is completed per the contract documents.
- Coordinate project team to ensure proper closeout documentation is provided.

**BASIC QUALIFICATIONS:**

- Bachelor's Degree in construction management, real estate, architecture, finance, or related field
- Minimum 5 years' combined experience in construction management, architecture/engineering and/or real estate development.
- Strong experience using Microsoft Office (Word, Excel, Outlook, Project)



### **Knowledge, Skills, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skills and abilities required.

- Project management experience planning, organizing, negotiating, and overseeing technical real estate and construction requirements.
- Ability to effectively manage time and multiple deadlines, internal and external.
- Knowledge of construction and real estate development processes, terminology, and principles.
- Able to interpret architectural/engineering drawings and accurately convey their information.
- Able to manage to a budget and accurately forecast cost projections.
- Able to synthesize information to make informed decisions.
- Strong interpersonal skills including the ability to interact with clients, contractors, and vendors.
- Well organized, internally motivated and detail oriented.
- Able to work in fast paced environment with a sense of urgency.

### **Physical Demands**

Physical demands include the ability to lift up to 30 pounds. The employee will be regularly required to sit; stand; walk; reach using feet, legs, back, arms and hands; talk and hear. The employee may occasionally be required to climb. The employee will be required to work at a personal computer and talk on the phone for extended periods of time. Must possess the ability to detect auditory and/or visual alarms and be available to work extended/flexible hours and weekends, as needed.

### **Attendance/Travel**

This position is a full-time salaried position assuming a 40 to 45-hour average workweek depending on project deadlines. This position may require the availability to work some nights, and weekends. Virtual attendance is permitted but shall not to exceed 40% of scheduled work time. In person attendance and active participation/planning at all project and company functions is required.

### **Supervisor Responsibilities**

This position does not supervise any company staff members.

### **Learning and Development**

Maintain a commitment to ongoing professional development and community leadership.

### **Equal Opportunity Employment**

Emem Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

**NOTE:** *This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.*