

## **Project Manager**

This position oversees tenant improvements, capital projects and new construction applying *CRITICAL THINKING*, to ensure all projects completed on-time, within budget and in accordance with the plans, specifications, and scope of work. Control, manage, direct and oversee the Tenant Improvement (TI) Department, TI Job Flow and complete other duties as assigned.

### **Job Responsibilities:**

- Oversee Tenant Improvement projects from start to finish
- Ensure contractors are performing top quality work in a timely manner
- Oversee Project Coordinator, TI Roving Inspector and Estimator
- Bid and negotiate contracts
- Inspect and review projects to monitor compliance with building and safety codes and other regulations
- Create and manage a Construction Schedule
- Participate in special projects
- Ensure subcontractors comply with company policies
- Communicate and meet with County Inspectors when needed
- Communicate with tenants and leasing as needed
- Zealously advocate for company's best interest
- Resolve matters that may affect a project schedule
- Maintain positive subcontractor relationships

### **Skills:**

- Multitasking and organizational skills
- Excellent communication and critical thinking abilities
- Self motivated, team oriented and willing to take direction
- Ability to interpret and explain plans and contract terms
- Leadership
- Team Management
- Negotiation

### **Experience**

- 3+ years' experience in new construction
- 3+ years in a supervisory capacity

### **Education**

- Bachelor's Degree preferred

### **Compensation/Benefits:**

- Generous salary
- Excellent health benefits, 401k with company match

Please submit your resume to Tiffany Hubbard at [thubbard@hillmgt.com](mailto:thubbard@hillmgt.com).