

JOB POSTING

ID: 15001
Date: June 2015
Position: Project Manager / Consultant

Position Description

The role is primarily providing client-facing project management and owner representation services on behalf of Hereva Consultants. This is a mid to senior-level position where the PM is expected to understand the complexities of managing customer expectation while representing their needs during project delivery - both commercially and operationally. For the projects assigned, this PM would be the primary point of contact for the client. All relevant direction and communication to the design and construction team would be channeled through them.

Below is an outline of the day-to-day technical management functions of the PM. The skill-set is varied – proficiency and further growth in these areas, and within the Hereva organization, will be encouraged through planned training and the utilization of a periodic and structured review, regular appraisals and a goal-setting career development model.

Core responsibilities of the position include but are not limited to:

Owners Rep and Project Planning Duties are generally as follows:

- Compilation and approval of project charter of core goals and requirements
- Project master scheduling and management of such
- Project team identification
- RFP process management, design/construction procurement support and liaison with client's legal and sourcing groups.
- Programming management, scope understanding and design team buy-out.
- Design team management and project documentation management.
- Budgeting, cost-planning and real-time project cost control from charter to project close-out
- Construction bidding, review, negotiation and construction contract management
- Field project delivery and project controls
- Close-out and customer relocation

General Project Management duties, as follows, are assumed to be base-line skills of the candidate:

- Develop comprehensive schedules and budgets.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the tenant, owner and or developer.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.

General Project Management duties (continued):

- Obtain, or assist in obtaining, all necessary permits and licenses.
- Direct and supervise junior staff.
- Review design documents and specifications to determine appropriate materials, systems and equipment that meet program and client expectations
- Prepare and submit regular progress and cost tracking reports.
- Develop risk and decision matrices and action plans for project deliverables
- Understand the importance of construction site safety, and ensure compliance is upheld
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and design/construction problems.
- Plan, organize, and direct activities associated with the construction and maintenance of structures, facilities, and systems.
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Evaluate construction methods and determine cost-effectiveness of plans or means and methods.

Standard Procedural / Business Functions

- In conjunction with Hereva management assist in the compilation and maintenance of standard documentation and procedures for the project management function.
- Assist in the creation of marketing materials, and business development efforts in the pursuit of major opportunities and support the compilation of Proposals.

Candidate Profile

Hereva is a recently formed consultancy with a business charter that is determined to provide the highest quality service and customer experience to our clients. Our success in continually upholding this standard will only be achieved through our people. Active support and career development of our team is a primary objective for Hereva, and we are always looking for inspiring individuals that value these same principles of nurture and motivation. In addition, the successful candidate needs be energetic, experienced and task-oriented. We expect our people to show leadership qualities and be self-determining in their day-to-day activities. They should understand the duties and deliverables expected of them and achieve these through independent effort and time management.

The core attributes of the successful candidate are:

- Strong and effective written, verbal and presentation skills with the ability to collaborate with team members and business stakeholders at all levels.
- Attention to detail with a positive attitude, team-oriented outlook and healthy sense of humor.
- Must be comfortable juggling multiple changing priorities and projects with effective time management.
- Views changing priorities as a motivating challenge
- Excited to innovate in a fast-paced, rapidly-expanding company.
- Demonstrated ability to assume sole and independent responsibility for various projects.
- Demonstrated ability to mitigate risks proactively and resolve issues.
- Demonstrated successful experience with managing partner and vendor relationships.

Candidate core attributes (continued):

- Excellent problem-solving, analytical and investigative skills.
- Excellent organization and time management skills.

Minimum requirements:

- Must have experience creating and executing project delivery plans, including the identification of resources, risks and dependencies.
- Bachelor's or advanced degree (preferably in a related field of Real Estate, Design and or Construction)
- 5-10 years work experience managing projects.
- Experienced in electronic/online project management and collaboration tools.
- Computer literate, and experienced in using MS Office suite (such as Project, Word, PP, etc.). Competent skills in MS Excel is a core requirement.

Interested candidates should apply by submitting their resume with a covering letter to:
careers@hereva.com

When applying please make reference to the Job Posting ID, detailed above.

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