

## JOB POSTING

**ID:** 15002  
**Date:** June 2015  
**Position:** Assistant Project Manager

### Position Description

The Assistant Project Manager (“APM”) role is primarily to provide PM support duties on Hereva’s current and upcoming project workload. This is a junior position for a recent college graduate looking to develop their career in project management. The role will be client-facing and the candidate should demonstrate a professional attitude to customer service. As well as providing a support function, the APM will be expected to undertake the delivery of suitable projects for their skill level, in which they can demonstrate their understanding of the PM role.

Below is an outline of the day-to-day technical management functions of the APM. The skill-set is varied and although the candidate is not expected to be proficient in all these areas, further growth in expertise and within the Hereva organization will be encouraged through planned training and the utilization of a periodic and structured review, with regular appraisals and a goal-setting career development model. The successful candidate (within a targeted timeframe) will be encouraged to develop their skills in order to fulfill the next level of promotion to Project Manager (core responsibilities for the PM position attached for reference and career planning).

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

*Project Planning Duties are generally as follows:*

- Assistance with the compilation of the project charter of core goals and requirements
- Administrative compilation of the project master schedule(s) and record keeping of changes/updates.
- Upkeep of project documentation and project information
- Recording of project meeting minutes and deliverables
- Assistance with the RFP process
- Review, monitor and record the Contract Admin (RFI’s, Submittals, etc.)
- Document scope measurement activities
- Recording of programming effort
- Day-to-day administrative support to the cost-planning and real-time project cost control function. Reviewing Change Orders and Invoices / Applications for Payment
- Assistance with and administering the construction bidding effort.
- In-the-field project delivery assistance. (site surveys, field measurements and observations, quality inspections, etc.)
- Administer project close-out documentation

*The candidate is expected to have a general understanding of the following PM duties:*

- Development of comprehensive schedules and budgets.
- Compliance with building and safety codes, and other regulations.
- Interpretation of plans and project documentation
- Preparation of contracts and agreements
- Contract change order process
- Obtaining of permits and licenses.
- Progress and cost tracking reports.
- Risk and decision matrices, and upholding project deliverables
- Construction site safety and ensure compliance
- Post-project client operational requirements
- Construction means and methods

*Standard Procedural / Business Functions*

- In conjunction with Hereva management and the PM staff, 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 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.
- To demonstrate an eagerness to assume sole and independent responsibility for various projects.
- To demonstrate an ability to proactively resolve issues.
- To demonstrate an ability to manage partner and vendor relationships.
- Excellent problem-solving, analytical and investigative skills.
- Excellent organization and time management skills.

*Minimum requirements:*

- Read and understand plans, drawings and specifications
- Experience creating (or assisting the creation of) and executing project delivery plans, including the identification of resources, risks and dependencies.
- Bachelor's degree (preferably in a related field of Real Estate, Design and or Construction)
- 1-3 years' work experience in a PM, Design, Construction, Facilities Management or similar role
- 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](mailto:careers@hereva.com)

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

**Hereva Consultants, Inc.**

470 Atlantic Ave  
4<sup>TH</sup> Floor  
Boston  
MA 02210

P. 617.433.8233  
F. 617.433.1899

**(For reference only)**

Core responsibilities of the “**Project Manager**” 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 PM duties (as follows) are assumed to be base-line skills demonstrated by the Project Manager:*

- 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.
- 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.

NOTE: 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