

## **Project Manager at Bellevue Towers**

**Bellevue Towers**, an upscale 539 residential unit condominium and retail building space is currently seeking a **Project Manager** who will serve as the construction liaison and coordinator of all repair projects. The Project Manager is directly responsible for daily project operations, communication, fiscal and risk management. **The ideal candidate will have a diverse background in luxury residential and commercial high-rise Construction projects.**

### **Key Responsibilities of the Project Manager:**

- Develop project budgets for each project, supply documentation on requirements and present regularly the materials cost and budget.
- Develop bid specifications, solicitation of bids, and qualification of vendors or contractors.
- Make recommendations to the Board concerning engaging in contracts for goods and services.
- Manage, review and track project expenses and cash flow.
- Acts as liaison between Board, Association membership and Construction Team. Manage communications between parties and report to the Board and residents regularly.
- Work in concert with Construction Manager to monitor that the project is progressing within timelines and budget.
- Regularly observe work in conjunction with vendor project managers, building engineer or other members of the General Management team.
- Document problems and coordinate with Construction Manager and Contractor to mitigate and correct owner concerns.
- Arrange for the Association to enter into contracts for insurance, utilities, routine maintenance and repair of common areas and facilities and other necessary services.

### **What the Successful Project Manager will have:**

- Prior construction Project Management experience of at least 3 to 5 years.
- Bachelor's degree within Project Management, Business or Communication is a plus.
- PM Certification or another credential within the project management field is a plus.
- Experience with budget and financial management of a property.
- Experience managing extensive envelope or multi-million-dollar construction projects.
- Diverse engineering and systems knowledge.
- Ability to work both strategically and operationally.
- Must be a clear communicator.
- Excellent planning and organization skills.
- Must be able to work with a variety of people including owners, residents, the public, property staff, community management, contractors, and service providers.
- Proficient computer experience including Word, Excel and Outlook.

### **WHAT WE OFFER YOU:**

In exchange for your talents, we offer a competitive salary, rich benefits package including medical, dental and vision coverage options, and a generous holiday and paid time off schedule.

If you are interested in learning more about this opportunity, please respond to this posting at [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com) with your resume and tell us why you're our person. We look forward to hearing from you!