



Foundry Commercial Job Description

Position Description

We are currently seeking an Assistant Project Manager to join the Foundry Commercial team in Miami, FL.

Position Summary:

This position would be described as an entrepreneurial seller doer owner representative. The expectation is for the Assistant Project Manager to be available to the Development and Investment team, as well as, the Brokerage team to assist in the evaluation, pitching and proposal generation of owner representative services for the execution of real estate projects. These projects vary in scope from small tenant improvements to ground up office, industrial, mixed use and hospitality.

The ability to externally grow the business through self-generated opportunities and outside selling is preferred. The proficiency to manage a wide array of clients and projects executing simultaneously while still communicating effectively is key.

The assistant project manager is expected to be comfortable in a presentation and selling environment as well as be able to proficiently execute tenant improvement projects. Experience level should be approximately two (2) years with a focus on general contracting in a design build means and or experience in an architectural or consultant type role.

Essential Job Functions:

- Manages all phases of project management including design, construction, occupancy, quality control, staffing, and budget management
- Interfaces with clients to define project requirements
- Establishes project work plan and deadlines
- Creates persuasive presentations that meet the project's objectives
- Tracks progress of projects against goals, objectives, timelines, and budgets, and generates reports on status
- Monitors expenses to ensure they fall within the prescribed budget
- Manages all facets of project design, construction, and occupancy
- Manages project team by providing direction and leadership
- Facilitates client meetings regarding project matters
- Works closely with other functional areas of the organization, project contractors, internal team members, external collaborators, customers and suppliers

Education and Experience Requested:

- Bachelor's degree (BA/BS) and a minimum of two (2) years of related experience and/or training.
- Ability to comprehend, analyze, and interpret complex business documents
- Ability to respond effectively to the most sensitive issues
- Ability to write reports, manuals, speeches and articles using distinctive style
- Ability to make effective and persuasive presentations on complex topics to employees, clients, top management and/or public groups
- Ability to motivate and negotiate effectively with employees and client groups to take desired action
- Requires in-depth knowledge of financial terms and principles.
- Able to forecast and prepare budgets.
- Conducts complex financial/business analysis including the preparation of complex reports.
- Prepares and manages departmental budget.

Foundry Commercial is an Equal Opportunity Employer

Foundry Commercial is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. It is the policy of Foundry to grant equal employment opportunities to all qualified persons without regard to race, color, creed, sex, religion, age, national origin, marital status, sexual orientation, citizenship, physical or mental disability that does not prohibit performance of essential job functions, veteran's status, or any other conditions or identifications against which discrimination is prohibited.
