



Foundry Commercial Job Description

Position Description

We are currently seeking a **Senior Project Manager** to join the Foundry Commercial Development and Investments team located in Miami, Florida.

Position Summary:

The expectation is for the Senior Project Manager to work on design implementation, schematic, design development and construction documentation 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 Senior project manager is expected to be comfortable in a presentation and selling environment as well as be able to proficiently execute tenant improvement and ground up construction projects. Experience level should be approximately seven (7-10) years of experience 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.
- Develop a detailed project budget based on Market data and a defined set of budget assumptions.
- Own and manage the entitlements and permitting process, manage the Coordination between architects, permit expeditors, and Department of Buildings.
- Tracks progress of projects against goals, objectives, timelines, and budgets, and generates reports on status.
- Build rapport with client representatives and ensure clarity around scope of project.
- Creates persuasive presentations that meet the project's objectives.
- Manages all facets of project design, construction, and occupancy.
- Be able to lead both internal and external meetings pertaining to the projects and manage expectations of all parties.
- Ability to manage project managers and assistant project managers within the firm on various projects and tasks.

Education and Experience Requested:

- Bachelor's degree (BA/BS) required. A focus in architecture, engineering, construction or project management preferred.
- Candidates should have a minimum of 7 years of experience related to the development, design and/or construction of real estate projects.
- Preferred type project experience large scale industrial and office ground up development projects with extensive pre-development exposure including concept and site plan design, budget preparation, the entitlement process, etc.
- Experience leading a successful project team through effective communication and strong relationships.
- 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.

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.
