

# Commercial Project Manager

A.J. Dwoskin & Associates is seeking an experienced Commercial Project Manager.

This position is responsible for assisting in the overall management of the construction process for all shopping centers including capital improvements or general renovations to the oversight of the construction foreman, contractors, and vendors; ensuring timely scheduling and delivery of construction projects; maintaining quality standards; developing estimates; writing daily reports; and adhering to budgets.

## **Duties Include:**

- **Tenant Coordination:** Acting as the liaison between leasing, operations, contractors, county officials, and architects to affectively navigate thru the process of accepting the space, obtaining the occupancy permit, and turning over the space at the end of a tenant's lease.
- **Landlord Work:** Work with the Commercial Field Supervisor, contractors, and architects to prepare vacant units to meet the requirements of leasing.
- **Tenant Work:** Work with Commercial Field Supervisor, contractors, and architects to prepare vacant units to meet the requirements of tenants as identified in the Lease Agreement Work Letter.
- **Move-Out Inspections:** Work with tenants at end of lease to turn space back to condition at date of tender. Document condition of space and notify Accounting of any necessary repair costs.
- **Tender Package:** Insure the property meets the requirements for the tenant to accept the space per the executed Lease Agreement, and officially hand over space to the new tenant.
- **Parking Tab Updates:** Review and update parking tabs as necessary submit to jurisdiction for approval. Engage Civil Engineer to stamp application and submit. Confirm with EVP of Retail before submission.
- **LOD / Orion Database Updating:** Upload, maintain, and organize the construction documents associated with all the commercial properties.
- **Commercial Construction Tracking:** Monitor all commercial construction properties regarding design, permit status, construction, schedule, signage, and project costs.
- **Contracts & Administration:** Create contracts from approved construction budgets, confirm contract compliance, and approve associated invoices for completed work. Contracts to include construction, architects, engineers, and third-party consultants.
- **HVAC Maintenance:** Record and track all maintenance activity on the roof top units. Work with contractors for necessary repairs and surveys to ensure all units are working properly.

**Qualifications:** Minimal requirements are a Bachelor's degree, 8-10 years of progressive construction project management experience, good communication skills, and proven leadership abilities. Ability to work with Microsoft Office and attention to detail are important.

Our company is an equal opportunity employer, and we offer a competitive compensation and benefit package.

Qualified candidates looking to join our team are invited to apply by submitting a resume to [jobs@dwoskin.com](mailto:jobs@dwoskin.com) . A.J. Dwoskin and Associates is an equal opportunity employer.

\*\*No recruiters please!