



## **ASSISTANT PROJECT MANAGER | CORPORATE REAL ESTATE**

### **ERES COMPANIES**

*Position to be based out of Dallas, TX*

Applicants must have previous project budget tracking, general understanding of building construction, and office TI buildout process.

### **COMPANY OVERVIEW**

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have eleven domestic and international office locations in Denver, CO (headquarters), Sarasota, FL, Williston, ND, Bozeman, MT, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, and Neuquén, Argentina.

### **THE OPPORTUNITY**

#### **Job Summary**

This candidate will be intimately involved with a commercial construction project - involvement could include a wide variety of tasks including being involved with site concept, design, and architecture, construction document review, construction budgeting, contract review, accounting (approvals for payment draw requests, etc.), contractor-client relations, construction schedule, construction progress, change order control, safety, city/town requirements, punch lists and completion, records documents, and certificates of occupancy for all properties under development by the Company.

#### **Essential Duties and Responsibilities**

- **Construction Progress:** Perform regularly scheduled on-site visits to determine the current progress of completion and general quality control of the on-site trades throughout the Project. Provide a monthly summary report in writing after each on-site inspection. Report will include photographs of work completed as well as documentation of any areas of concern. Report will also include a summary of how the work has

progressed in relation to the final construction documents, the original schedule for completion and actual costs incurred vs. the original budget.

- Budgeting & Contract Review: Review of the overall Project Budget and recommend changes. Determine that the final budget aligns with the final proposal provided by the General Contractor and with the final construction documents, including the review of sub-contractor bids in relation to the final construction documents.
- Change Order Control: The Contractor shall submit to the company for evaluation detailed information concerning the cost and time adjustments, if any, as may be needed to perform the proposed change work order. The candidate will discuss the proposed change order with the Contractor and endeavor to determine the Contractor's basis of the cost and time impacts of performing the work
- Punch List & Completion: Assist in performing the interior and exterior punch lists for all completion items, to be completed in conjunction with the personnel provided by the Contractor. Review and approve all final punch lists are complete prior to approval of Final Close Out or Completion. Review all final accounting and punch list completion prior to offering a recommendation for approval of Final Completion of the Project. Working with property management maintenance team to ensure best practices and high-quality upkeep for all properties.
- Occupancy – Permits & Planning: Assist contractor in obtaining occupancy certification of the Project by coordinating Company occupancy requirements with the Contractor. The Contractor shall have primary responsibility to schedule and coordinate inspections with the local building agencies having jurisdiction to obtain a Certificate of Occupancy.
- Concept & Design: Assist in the creation of the site plans and building plans by means of reviewing construction documents (provided by others), suggesting design and layout changes, working with the architect and design firms contracted by the company, and otherwise assisting to achieve construction documents and approvals. Review all as-built construction documents.
- Accounting: Assist the accounting department in the review and approval of all draw requests, change orders, and other expenses, hard and soft, related to the Project. Prepare and maintain a monthly Project Cost Report during construction to specify the actual Project cost compared to the approved Project and Construction Budget.
- Records Documents: Coordinate and expedite submittals of information from the Contractors for as-built record drawings and specification preparation and shall coordinate and expedite the transmittal of Record Documents to the Company. Prior to Completion, compile manufacturers operations and maintenance manuals, warranties and guarantees as received from the Contractors.

#### **Position Requirements: Skills & Experiences**

Position requires regular travel to property sites, construction sites, meeting with vendors (MEP's, finish vendors, etc.), contractors and subcontractors, and municipal offices or others as needed.

#### **EEO STATEMENT**

ERES is an equal opportunity employer and committed to developing and maintaining a diverse workforce. ERES strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities

unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

### **SUBMISSION**

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Jayde Bonnell at [jayde.bonnell@erescompanies.com](mailto:jayde.bonnell@erescompanies.com).