



## **PROJECT MANAGER | CORPORATE REAL ESTATE, HOTEL DEVELOPMENT** **ERES COMPANIES | BOZEMAN, MT**

Job Type: Full-time

### **THE OPPORTUNITY WITH ERES**

We are seeking an experienced Project Manager in the Bozeman, MT market.

### **RESPONSIBILITIES**

- Manage all aspects of a project including, but not limited to, budget, scope and schedule for all phases including preconstruction, construction and closeout.
- Demonstrate ability to comprehend and apply contracts, scope of work documents including drawings, narratives and or existing information.
- Work directly with internal team members and external clients.
- Prepare budgets, schedules and scope documents including procurement documents.
- Interfaces directly with clients to define project requirements.
- Leads project teams to implement successful projects.
- Creates agendas and minutes for project meetings and runs the project meetings on behalf of the clients.
- Keep project data current, review and provides recommendations for changes to budget scope and schedule including vendor contract management.
- Other duties as assigned.

### **REQUIRED KNOWLEDGE AND EXPERIENCE:**

- 5 years of similar experience preferred
- Hotel construction / project management experience required

### **CERTIFICATES/LICENSURE**

CCM preferred

### **JOB SKILLS AND QUALIFICATIONS**

- Communication – Excellent communication skills both verbal and written. Ability to communicate with clients and present information.
- Software skills – MS Office and MS Project required.
- Adaptability – Demonstrated effectiveness in varying environments, tasks and responsibilities, or with various types of people.
- Planning and Organizing – Establish course of action to accomplish goals and evaluates results, can orchestrate multiple activities at once to accomplish goals, uses resources effectively and efficiently.

- Customer Focus – Demonstrated experience meeting the expectations and requirements of external and internal customers, has established and maintained effective relationships with customers, and has gained their trust and respect.
- Self-sufficient individual – demonstrated ability who can work independently with minimal supervision.
- Possess strong interpersonal and oral communication skills.
- Ability to multi-task and/or shift focus in a fast-paced and rapidly changing environment.
- Highly organized individual.
- Proven ability to prioritize and balance workload to complete projects in a timely and efficient manner, with strong attention to detail. Can effectively anticipate upcoming projects. A high energy individual who can balance speed and accuracy.
- Must possess a positive attitude and demeanor.
- Team player – demonstrated ability who can deal effectively with co-workers and clients. Must be able to work a flexible work schedule as necessary to accommodate fluctuating business demands.
- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Demonstrated ability to write routine reports and correspondence and respond

#### **ADDITIONAL REQUIREMENTS/SKILLS**

- Must reside in Bozeman
- MS Office Suite

#### **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), Williston, ND, Bozeman, MT, Grand Junction, CO, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Sarasota, FL, Washington DC, and Neuquén, Argentina.

#### **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC 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 Kate Waggoner at [kate.waggoner@erescompanies.com](mailto:kate.waggoner@erescompanies.com).