



## **PROJECT MANAGER | COMMERCIAL REAL ESTATE**

### **ERES COMPANIES**

*Position to be based out of Chicago, IL*

**Applicants must have significant previous office TI buildout and Owner's Representative experience.**

### **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**

The Project Manager (PM) is responsible for providing office and real estate solutions to support client's business line (BL) and corporate activities. Reporting to the Vice President Project Management, the PM is a member of a comprehensive corporate real estate team, this position is responsible for corporate real estate requirements for assigned portfolios. The real estate portfolio includes over 200 buildings in 17 states and Canada consisting of commercial office space, owned property, mid-rise and high-rise offices, residential leases, and industrial space. The PM leads project execution and provides input into post construction review and handover activities with BL and other Facilities groups. In addition, the PM owns the construction safety, bidding, contract administration and construction processes, and endorsement process.

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

- Site safety compliance with client's requirements during construction activities
- 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.
- Keeps project data current, reviews, and provides recommendations for changes to budget scope and schedule, including vendor contract management.
- Other duties, as assigned.

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

- Bachelor's degree preferred
- Project management experience (5+ years preferred)
- Commercial office and/or light industrial building operations and maintenance, and construction experience desired.
- Strong written and verbal communications skills
- Software skills to include MS Office & MS Project required
- Analytical, negotiating, and planning skills
- Committed to customer service and relationship management skills to efficiently respond to inquiries and resolve conflicts or problems that might arise
- Innovative and creative approach to problem solving and proactively mitigate risk
- Accurate, detailed-oriented and must be able to manage multiple projects, tasks, and team requests within deadlines and schedules
- Must be able to work independently, develop and manage comprehensive project schedules, manage consulting resources, and keep team members and stakeholders informed of progress or challenges
- Highly organized
- 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.
- Must be able to work a flexible work schedule as necessary to accommodate fluctuating business demands
- Exercise judgment to understand when to engage consulting resources, key stakeholders, or additional direction or support
- Demonstrated leadership skills with the ability to gain consensus with multiple stakeholder groups
- Demonstrated ability to develop successful working relationships with emphasis on collaboration in an integrated project team environment

### **Certificates/Licensure**

- CCM Preferred

### **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).