

## ASSISTANT PROJECT MANAGER

**ID:** APM201905  
**Date:** May 2019  
**Position:** Assistant Project Manager

### About Hereva

Hereva Consultants was founded in 2014 inspired by a commitment to bringing a strategic project management approach to businesses in the Life Sciences undertaking new or expanded commercial real estate initiatives. The unique entrepreneurial spirits of Boston, Cambridge, San Diego, and London are the perfect fit with Hereva's philosophy and work style. We provide the dynamic leadership, technical knowledge, experience and services you need to create the ideal facility in which to meet your business goals. Hereva has offices in Cambridge and Southern California and offers flexible work arrangements and schedules to best meet the client's needs.

### Position Description

The role of Assistant Project Manager is to support the day-to-day project management operations and provide support for the Project Manager on behalf of Hereva Consultants. This is an entry to mid-level position where the APM is expected to support the tactical needs of the business while making a commitment to learn and grow within Hereva.

The APM would support the PM/SPM to ensure the project meets the goals of being high quality, on schedule and on budget. This individual will work closely with the team to develop a set of skills to become a proficient and independent project manager. This position will give the candidate a front row view of what it takes to be a successful project manager in the industry, while providing you with the tools and opportunities to grow.

The right candidate will bring an enthusiasm for Hereva and the industry as well as a commitment and motivation to learn to the role. He/she will also bring a desire to be actively engaged in promoting and participating in initiatives to grow and support the company brand. Hereva encourages and supports further growth within the Hereva organization and in the industry, including participating in company initiatives, events and other operational duties.

### Core responsibilities:

#### *Assistant Project Manager's Primary Responsibilities:*

- Assists the PM with the developing and maintaining the overall project budget, including cost-planning and/or developing project estimates, ongoing budget reporting and real-time project cost control from commencement to close-out.
- Work with PM to create and maintain project schedules including milestones, critical path items and identify areas of risk.

- Develop exceptional communication skills for working with owners, AE professionals, construction managers, superintendents and a range of vendors to ensure progress toward the project's goal is achieved.
- Attend and participate in project meetings, assist the Project Manager with the preparation and distribution of progress reports, meeting agendas, and meeting minutes.
- Attain a thorough and complete understanding of design, construction and vendor contracts, as well the design and construction document control process, including drawings and specifications.
- Actively learn to create and manage cost reports on the project for Project Manager.
- Work with Project Manager to review and track project invoices to ensure invoice amount aligns with adjusted contract value and work completed to date, and update cost report.
- Actively focuses on developing the toolkit necessary for understanding industry best practices, process and standards.
- Develop an understanding of site safety and protocols, and alert PM to any inconsistencies or concerns.
- Maintain appropriate documentation throughout the project, including change control; maintain Hereva document retention and filing standards.
- Assists the Project Manager in project closeout and ensure all documents are submitted properly and timely.
- Create and proactively maintain project action list and follow-up on open item.

*Standard Procedural / Business Functions:*

- Submit timesheets in a timely manner, track all time and activities in Hereva's timekeeping tool, understanding and utilizing all tools and reports available to the PM.
- Assist with ensuring all Hereva activities are within the terms of our contract and agreed upon fees with the client.
- Be proactive in assisting multiple PM's with a variety of projects in any stage of completion. Work may be performed in other locations at any time.
- Engage in the development and continued success of the company. Be willing to promote Hereva at industry events, networking and business opportunities.
- The APM is expected to participate in the compilation of marketing materials, blog articles, industry activities and promoting events on social media.

**Candidate Profile**

The successful candidate needs to be energetic, enthusiastic and task-oriented. They should understand the duties and deliverables of the position and achieve these through independent effort and time management.

*The core attributes of a Hereva team member:*

- Strong and effective written, verbal and presentation skills with the ability to collaborate with team members and business stakeholders at all levels.
- Attention to detail with a positive attitude, team-oriented outlook and healthy sense of humor.
- Must be comfortable juggling multiple changing priorities and projects with effective time management and excellent problem-solving skills.
- Excited to innovate in a fast-paced, rapidly-expanding company.

*Minimum requirements:*

- Bachelor's degree or equivalent required with disciplinary focus in Real Estate, Design and/or Construction preferred or 1-5 years of relevant experience.
- Ability to work well in a team and understand the importance and value of collaboration.
- Project management experience and the willingness to learn online PM and collaboration tools.
- Experienced in MS Office Suite with a working knowledge of MS Project, Excel and/or CAD/Revit/Bluebeam preferred.
- A positive can-do attitude and a desire to make a positive difference within the organization.

Interested candidates should apply by submitting their resume with a cover letter referencing the job posting ID to: [careers@hereva.com](mailto:careers@hereva.com)