

SENIOR PROJECT MANAGER/SENIOR CONSULTANT

ID: SPM201905
Date: May 2019
Position: Senior Project Manager / Senior Consultant

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 Senior Project Manager is to carry out the Hereva Consultant's operating vision. This is a senior-level position where the SPM is responsible for managing projects and staff with direct accountability for project delivery.

The SPM would be responsible for not only overseeing existing projects but for seeking out and acquiring new business. They would be the main client relationship manager and participate in internal efforts at a strategic level.

The right candidate will bring a varied skill-set and with proficiency and commitment to the role. They will also bring an enthusiasm for the company and the desire to be actively engaged in promoting and participating in initiatives to grow and support the brand. Hereva encourages and supports further growth within the organization with the expectation that the qualified candidate would be an active participant in company and industry events.

Core responsibilities:

Senior Project Manager's Primary Responsibilities:

- Excellence and proficiency in compiling and maintaining the project budget, including cost-planning and/or developing project estimates, ongoing budget reporting and real-time project cost control from commencement to close-out
- Experienced and proactive in compiling and managing the master project schedule, including all milestones and tasks required, identifying critical path and contingent activities, and providing updates and tracking from project commencement through close out.
- Exhibit leadership in communication with all levels of the client organization and team contacts, including project status reporting, risk management and mitigation strategies, and budget and schedule reporting. Interfaces directly with clients to define project requirements and manages all upfront planning.

- Leads project delivery effort by working with the client to establish the project charter, including visioning and core business objectives. Provide project guidance and direction to achieve project goals, by aligning resources and project team.
- Lead and determine meetings, efficient agendas and drives decision making. Distribute minutes or documentation as required and adhere to best practices and Hereva standards in project documentation and reporting. Maintain project document control throughout the project.
- Assumes a leadership position within the organization helping to acquire new business by leveraging existing relationships and connections.
- Supports and strengthens current client and vendor relationships through active and regular engagement.
- Serves as manager, mentor and source of motivation for junior team members.
- Thoughtfully delegates tasks to relevant team members and manages them to completion.
- Implements change management: assess change requests to determine impacts to scope, budget, schedule, quality and risk; make recommendations; secure client approvals; and manage change order process.
- Demonstrates ability to identify complex project risks, lead constructability reviews, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.
- Becomes actively engaged within Hereva and works with senior management to improve processes, manage teams and implement new initiatives.
- Plans and monitors appropriate staffing levels and utilization of workforce.

Standard Procedural / Business Functions:

- Works closely with management on contracts and has full ownership of fee management.
- Manages time effectively including the delegation of tasks to junior team members and outside resources.
- Actively engages with existing clients and contacts to expand service offerings and participates in marketing and business development efforts in the pursuit of other opportunities.
- Engage in the development and continued success of the company. Be willing to be a face of leadership and to promote Hereva at industry events, networking and business opportunities.
- Responsible for identifying training needs, tracking performance, coaching, and motivating team members.

Candidate Profile

The successful candidate needs to understand the responsibilities of being a leader. This role requires the energy and desire to not only manage projects and teams, but to also contribute to the growth and mission of the company. They should understand how to leverage resources and oversee their duties with minimal direction.

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.
- Views changing priorities as a motivating challenge and has excellent problem-solving, analytical and investigative skills.
- Excited to innovate in a fast-paced, rapidly-expanding company.
- Demonstrated ability to assume sole and independent responsibility for various projects with exceptional time management skills.
- Demonstrated ability to mitigate risks proactively and resolve issues.
- Demonstrated successful experience with managing partner and vendor relationships.

Minimum requirements:

- Bachelor's or advanced degree required with disciplinary focus in Real Estate, Design and/or Construction preferred.
- Ability to solve advanced problems and deal with a variety of options in complex situations.
- Ability to work well in a team and understand the importance and value of collaboration.
- A minimum of 10+ years of project management experience.
- Ability to read and understand architectural drawings. Knowledge in MS Project, leases, contracts, and construction practices.
- Experience with online project management and collaboration tools.
- Experienced in MS Office Suite with a proficiency in Excel required.

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