

PROJECT MANAGER/CONSULTANT

ID: PM201905
Date: May 2019
Position: Project Manager/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 Project Manager is to provide client-facing project management and owner representation consulting services on behalf of Hereva Consultants. This is a mid to senior-level position where the PM is expected to understand the complexities of managing customer expectations while representing their needs during project delivery - both commercially and operationally.

For the projects assigned, this PM would be the primary point of contact for the client. All relevant direction and communication to the design and construction team would be channeled through him/her. In addition, as a member of the Hereva team, the PM is responsible for the success and growth of the company through his/her individual contributions. All PMs are additionally responsible for managing the client relationship and the account, including managing fees and budgets, ensuring fiscal responsibility and maintaining reputation in the industry.

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 company and 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:

Project Manager's Primary Responsibilities:

- Develop and maintain 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

- Develop and maintain 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.
- Manage all communications with the client and team contacts, including project status reporting, risk management and mitigation strategies, and budget and schedule reporting.
- Manage meetings, 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.

General Project Management:

- Program management, development of scope of work; including compilation and approval of project charter of core goals, constraints and requirements
- Provide high level budget, including third part estimating, if required, track through concept, schematic, design development, CDs, subcontractor buyout and maintain consistent project controls throughout the project.
- Team identification, including RFP process management, design/construction procurement support and liaison with client's legal and sourcing groups.
- Assist in the preparation of contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the tenant, owner and or developer.
- Construction bidding, review, negotiation and construction contract management, including coordination of all construction pricing, review of requisitions and TI reimbursement (if required).
- Oversee all change control process, manage allowance and contingency assignment, and final budget closeout.
- Manage project delivery throughout, including FF&E (such as furniture, AV, signage, EGD/branding, specialty equipment, etc.) as required.
- Project close out and relocation

Other Duties may include:

- Review design documents and specifications to determine appropriate materials, systems and equipment; understand construction means and methods; determine cost-effectiveness of plans.
- Develop risk and decision matrices and action plans for project deliverables
- Understand the importance of construction site safety; monitor compliance with building and safety codes, and other regulations, including all necessary permits and licenses.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and design/construction problems. Investigate damage, accidents, or delays.

- Plan, organize, and direct activities associated with the construction and maintenance of structures, facilities, and systems; including IT infrastructure, AV systems, furniture and equipment coordination.
- Coordinate with others, including within the client's organization and with other Hereva staff.

Standard Procedural / Business Functions:

- Ensure all Hereva activities are within the terms of our contract and agreed upon fees with the client. Provide fee updates and manage additional scope as required.
- 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 in the compilation and maintenance of standard documentation and records retention procedures, including Hereva's online document management platform.
- Assist in the creation of marketing materials, and business development efforts in the pursuit of major opportunities and support the compilation of Proposals.
- Engage in the development and continued success of the company. Be willing to promote Hereva at industry events, networking and business opportunities.

Candidate Profile

The successful candidate needs to be energetic, experienced 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.
- 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.
- Experience creating and executing project delivery plans, including the identification of resources, risks and dependencies is required.

- Ability to work well in a team and understand the importance and value of collaboration.
- A minimum of 5-10 years of project management experience.
- 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