PROJECT MANAGEMENT COORDINATOR

JOB SUMMARY
The purpose of this position is to provide administrative support to the project management team and oversight on complex project documentation preparation; escalation point for project commitment, invoice & pay application processing; project reporting; ‘administrator’ role for project technology tools; and project delivery team or work group training resource.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Include but are not limited to:
• Oversees and manages project documentation and coordinates documentation revisions and distributions
• Processes purchase orders and invoices, updates tracking reports and maintains files for due diligence
• Ensures accurate management of Project Management expense reports
• Works closely with other functional areas of the organization, project contractors, internal team members, external collaborators, landlord representative, fed/state/local agency representatives, customers and suppliers
• Coordinates meeting scheduling and communications plan regarding the project among the project delivery team or work group, client and management
• Oversees and processes documentation for project commitments (i.e. Agreements, Contracts, Work Authorizations, Purchase Orders)
• Assists with project administration deliverables (i.e. meeting minutes; budget tracking; schedule updates; move management; closeout)
• Coordination and communication with client and/or landlord, architects/engineers, general contractor & consultants
• Coordinates and track all Vendor RFP’s. Maintain accurate and consistent electronic files and documentation
• Interacts and negotiates with contractors and consultants

QUALIFICATIONS
• Ability to comprehend, analyze, and interpret complex business documents and ask clarifying questions to ensure understanding
• Highly organized with strong analytical skills
• Strong interpersonal skills with an ability to interact with executive level external and internal clients
• Organizational skills with the ability to identify and manage priorities
• Ability to effectively respond to sensitive issues, complex inquiries or complaints from clients or management
• Ability to read and understand architectural and engineering drawings
• Excellent written and verbal communication skills
• Ability to prepare and track budgets
• Demonstrate a proactive focus on meeting client and project requirements in a timely and cost effective manner
• Proficiency with Microsoft Office Suite, MS Project is helpful
• Understanding of technical requirements associated with tenant Improvement work
• Familiarity with architectural drawings and furniture and space planning concepts
• Experience in construction management, Architecture/Design or real estate preferred
• Knowledge of leases, contracts, and construction practices preferred

EDUCATION and EXPERIENCE
Bachelor’s degree (BA/BS) from four-year college or university; 1-3 years of related project experience working in the design or construction industry preferred.

DISCLAIMER
This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

CBRE/New England is committed to an inclusive environment that: reflects the clients we serve; provides everyone with the opportunity to succeed; values the differences of each individual; and recognizes their contributions to our firm’s success. EOE

CONTACT
Resumes can be sent to Greg Sowyrda greg.sowyrda@cbre-ne.com