



**Chestnut Hill Realty**

## **Construction Project Manager (Chestnut Hill, MA)**

Chestnut Hill Realty is seeking an experienced Project Manager to serve as a Construction Project Manager for residential unit renovation projects in the Boston area. Work for an award winning company that prides itself on work life balance. Must be able to manage multiple tasks simultaneously. The position is responsible for, but not limited to:

- Managing the day to day operations of active projects, while maintaining project budgets and schedules
- Preparing and filing applications (and other submittals as required) for building permits.
- Prepare documents for solicitation of bids, de-scope bids, award contracts and oversee buyout process
- Preparing and Maintaining of detailed project schedules
- Deliver pricing, budget and related documentation to senior project manager
- Generating and administering construction contracts: conducting construction job inspections, approving requisitions, monitoring quality control, and managing contractors and suppliers.
- Acting as conduit between contractors, property managers, suppliers on major projects.
- Working with our design team, owner's rep and senior project manager to define project scope and review drawings
- Reviewing all technical submittals and shop drawings during the renovation
- Proficiency in writing scopes, bidding projects and negotiating with contractors

### **Job Requirements:**

- Qualified candidates will have at least Five years of project management experience in a construction setting; Massachusetts Construction Supervisor's license is preferred.
- Experience managing projects of similar scope and size is required.
- Excellent project management and communication skills are required. Must be able to effectively communicate with all levels to move projects along and meet all deadlines.
- Literacy in Microsoft Word, Excel and Project applications is required.
- A vehicle in good working order and a valid driver's license in good standing is required

*All job offers contingent upon satisfactory background check.*