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# Example of Real Estate Project Manager Job Description

Our company is looking for a real estate project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for real estate project manager

* Conduct quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment
* Perform additional assignments and responsibilities as assumed or requested by the Project lead
* Ensure timely validation of all invoices and strict adherence to payment terms to all vendors
* Prepare and present weekly project status updates to the Project lead in a structured format and highlight any project risks in a concise and precise form
* Participate in the continuous updating and accurate generation of as-built documents, assist with the research and preparation of field change requests to resolve design issues
* Provide technical engineering information to the project lead and subcontractors to ensure project complies with all engineering standards, codes, specifications and design instructions
* Follow up on defects and ensure they are rectified on time and within the defect-liability period
* Manage the preparation of detailed project scopes, budgets for approvals
* Liaise with building management, lessor’s and their agents as necessary for all project related matters
* Prepare regional workspace standards and ensure region wide implementation

## Qualifications for real estate project manager

* Effectively manage expectations both within Corporate Services and with our
* Internal and external business partners
* Internal client leadership teams to develop program requirements and implementation plans to meet requirements and needs
* Experience overseeing work of architects, engineers, and contractors, on behalf of client
* Expereicned in developing CPM schedules including training in CPM theory
* Provide support to Market leads, Team Leaders and Project Managers in the delivery of projects