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# Example of Real Estate Project Manager Job Description

Our company is searching for experienced candidates for the position of real estate project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for real estate project manager

* Performs required pre-project planning, project initiation, project implementation and close out
* Mentor less senior Project Managers to provide oversight, tactical input, expertise, risk mitigation, quality control, best practices and training
* Guide effective interfaces with cross-functional groups and appropriate stakeholders as the project demands
* Support key initiatives through the updating of existing and creation of new processes and standards
* Solve one off real estate or project related issues that arise through various work flows
* Build detailed systems and reports that coordinate wide varieties of data and increase transparency within partner business units
* Develop functional area and project specific goals and objectives, plans, assumptions, budgets, schedules, deliverables, milestones, et al
* Provide direction in the development of central services (reception, security, mail, cafeteria, cleaning)
* Provide expert support for all functions relating to real estate or facilities
* Interest in and showing improvements in the area of site searches

## Qualifications for real estate project manager

* Must be able to effectively work with vendors/contractors to ensure fulfils their contract obligations
* Demonstrated knowledge and experience in software development and IT infrastructure project lifecycles (e.g., waterfall, RUP, Agile)
* Minimum 2 years of cellular experience preferred
* Minimum graduate degree in Architecture, Interior Design, Civil Engineering, Project Management or related field
* Minimum 7 years experience in hands-on end to end construction project and property management
* Excellent time management, prioritization, collaboration, people, communication, presentation, reporting and numerical skills and the ability to deliver optimum outcomes under pressure and within established time lines