



Example of Real Estate Project Manager Job Description

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Our innovative and growing company is hiring for a 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

- Gather data from numerous sources develops business case PowerPoint presentation and receives approval to move forward with individual projects that were previously decisioned from the regions strategic plan
- Assesses and mitigates project issues, interdependencies, risk and financials from a Project Management perspectives and escalates as appropriate
- Manages cross-functional relationships across the enterprise to ensure real estate projects include end-to-end business support and buy-in
- Work with the director and in partnership with corporate finance and risk to deliver against policy, guidelines and approved budgets
- Assess submissions for completeness and compliance
- Coordinate with and trains stakeholders on our systems, processes and procedures
- Manage business expectations through effective communication to coincide with the execution schedule
- Manage the overall project budget to maximize the business opportunity and return on investment
- Manage internal partners and key suppliers to deliver upon commitments and realize improved pricing and increased/improved service levels, in order to meet or exceed on time, under budget expectations
- Continuously strive to improve processes, practices, and vendor relationships to create efficient and effective means for accomplishing goals, on time, and

Qualifications for real estate project manager

- Ability to prepare estimates in both CSI/Trade format Elemental (for benchmarking purposes)
- Commercial Office
- Ability to perform detailed estimates in all stages of design, with the ability to provide relatively accurate allowances for items not fully detailed
- 2-3 years of practical experience in a project administration / accounting required
- Proficient with Microsoft Office Suite including M.S
- Expertise using MS Excel, Word, and Powerpoint required and MS Project preferred