



Example of Real Estate Project Manager Job Description

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Our company is growing rapidly and is hiring for a real estate project manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for real estate project manager

- Performs duties of the group organizational manager, as required, including resource planning, leading staff meetings, and mentoring junior staff
- Overall project responsibility for Real Estate and Facility Management projects including new leases, relocations, fit-outs
- Participate in search for locations
- Ensure follow-up on economy and time schedules
- Prepare requirement specifications in connection with building tasks
- Ensure the highest quality of safety, and that internal procedures and standards are followed
- Guide effective interfaces with cross-functional groups and appropriate stakeholders as the project demand
- You will be the first point of contact for any Building & Facilities (B&F) related issues for the EMEA region
- Depending on needs, leadership or support on relocation or refurbishment projects worldwide
- Implement Corporate guidelines in the region

Qualifications for real estate project manager

- Ability to understand construction drawings and specifications
- An in-depth knowledge of different construction processes and cost drivers (ie
- Ability to collate and provide accurate and high quality data for swift decision

- 8-10 years relevant work experience in Real Estate, planning or project management, PMP Certification preferred
- Bachelor degree from a four-year college or university in Project Management, Accounting, Finance or Real Estate, equivalent work experience may be sufficient
- Analytical skills in financial analysis and business case development