



Project Coordinator

COMPANY

Dallas-based, privately held commercial real estate development and investment management company with exceptional performance specializing in value-add and opportunistic real estate investments. With an entrepreneurial spirit and proven 30-year track record across several market cycles they have steadily built up a portfolio of over 13 million square feet of industrial and office properties and 3,000 multifamily units located nationally.

OPPORTUNITY

The **Project Coordinator** will report directly to and support the Sr. Director Engineering, Director Capital Projects and Director Multi-Family Asset Management. Position will be based at company headquarters in Dallas, TX and work closely with construction team to support and administrate CapEx projects, renovation programs, due diligence and acquisitions for company assets.

KEY RESPONSIBILITIES / DUTIES

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position. The successful candidate will be able to demonstrate core competencies in the following areas:

- Pre-Construction - Assist in building scopes, specifications and request for proposal packages for capital projects.
- Project Administration – Process and maintain project documents including change orders, schedule of values, applications for payment, lien releases, requests for information, warranties, certificates of insurance, closeout documents. Create construction management (CM) fee invoices and maintain a CM fee tracking system.
- Project Reporting – coordinate flow of information relating to projects in progress. Maintain and distribute to management monthly status reports on project schedule, cost/budget and log of issues/resolutions.
- Scheduling / Purchasing – Work closely with asset and property management to track and schedule units for interior renovations on multi-family properties upon lease expirations. Develop and maintain material list for renovation program and administrate purchasing of materials from vendors. Process material invoices and generate associated CM fee invoices.
- Analysis / Budgeting – Research and maintain database of current material / labor pricing, availability, vendors and contractors. Assist in developing budgets for future projects based on knowledge of current pricing.
- Performs other duties as assigned by the Senior Director – Engineering and Construction, Director – Capital Projects, and MF Asset Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- High School Diploma / Some college or technical training preferred.
- Minimum 3-5 years' experience in construction/maintenance administration, property management or related field. Multi-family experience preferred.

COMMUNICATION SKILLS

- Excellent written and verbal communication skills.
- Detail oriented with strong organizational and analytical skills.
- Ability to provide efficient, timely, reliable and courteous service to customers and clients.
- Ability to prioritize and work independently.

REASONING ABILITY

- Requires advanced analytical and quantitative skills.
- Ability to comprehend, analyze, and interpret construction documents.
- Ability to comprehend basic legal language (contract and lease), as necessary.
- Ability to solve problems in stressful situations.

OTHER SKILLS and/or ABILITIES

- PC literacy – MS Word, Excel, PowerPoint, Outlook
- Must be able to work well under pressure and in tight timeframes.
- Must be able to coordinate, schedule and oversee multiple concurrent projects.

SCOPE OF RESPONSIBILITY

Decisions made with thorough understanding of procedures, company policies, and business practices to achieve general results and deadlines. Responsible for setting work unit and/or project deadlines. Errors in judgment may cause short-term impact to department.