



**SWIFT REAL ESTATE PARTNERS IS SEEKING A SR. CONSTRUCTION PROJECT MANAGER,  
San Francisco Bay Area**

Swift Real Estate Partners is pleased to announce that we have an exciting opportunity for a Sr. Project Manager for a dynamic office developer and operator. This is a unique opportunity to make your mark in Swift's Northern California market.

- Are you a Sr. Project Manager with a minimum of 7 years of project management experience overseeing complex capital expenditure projects, tenant improvements, and repositioning projects?
- Do your colleagues consider you the "guru" when it comes to your strong project management background because you are results-oriented, think like an owner and have a knack for managing multiple projects?
- Do your teammates consider you to be the ultimate team player because of your professional, "yes can do" attitude; where no job is too big or small?
- Would you like to work for a thriving company that offers a collaborative team environment, values its employees, and growth opportunity?

If you answered "YES!" to the above and would like to dive into an amazing position with an awesome company, then we are looking for you!

**PURPOSE:** As a member of Swift's Northern California Construction & Development team, you will hit the ground running in overseeing numerous capital improvement projects throughout the Bay Area. Using your talents and expertise to complete the project on-schedule and on-budget, you will partner and manage architects, consultants, vendors, GC's and field construction project managers. Here are the details of what is in store for you with this amazing position:

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Work collaboratively with internal stakeholders including investment and operations teams to underwrite project budgets and risks at time of lease, underwriting and/or acquisition. Present project budget and risks at various internal meetings including Investment Committee and Design Review Advisory Committee (DRAC).
- Consider Swift's ESG initiatives in the design and implementation of projects and look for opportunities to improve upon project sustainability.
- Manage, schedule and coordinate development and contractors/sub-contractors through the project life cycle (schematic studies, due diligence, design development, construction documents, bidding documents, etc.).
- Lead the project procurement and project teaming formation; qualifying, bidding, negotiating, and awarding of contracts.
- Provide timely construction cost estimates for a wide range of projects for preparation of the project's development budgets and proforma studies.
- Establish reporting and managing development schedule.
- Project manage the pre-construction, construction, and close-out phase of the project.
- Assist in the management of site plan alternatives, preliminary design studies, tenant construction criteria review, architect and engineer coordination.



- Manage job costs and assist in updates to the project cost control system within and on budget. Assist in value-engineering and redesign of project in order to meet budgetary goals.
- Manage contracting process and contract administration with consultants and General Contractors.
- Development and motivation of assigned staff.
- Leadership in both long term and short-term planning for the department and Swift's goals.
- Assist property teams with construction oversight for tenant managed projects.
- Travel to Southern California and Pacific Northwest may be required to support construction activities in those regions.
- Attend leasing and department meetings.
- Complete all required training throughout the year.

### **FINANCIAL**

- Prepare budgets and variance reports for all management projects.
- Review all invoices and ensure required back-up is attached (i.e., lien releases, work letters, progress payment history), prior to approval.
- Invoice tenants for overages.
- Review tenant reimbursement packages including, tenant request, contractors G702, receipted bills, lien waivers, and other documentation as required by the lease.

### **TECHNICAL/PROFESSIONAL KNOWLEDGE & EDUCATION**

- Proficiency in MS Word, Excel, and Outlook, and proficiency in working knowledge of Yardi software and other project management software such as Smartsheet, Pro-Core, Timberline desired.
- Exceptional customer service with a reputation for going above-and-beyond
- Outstanding project management in coordinating projects through planning, organizing, and overseeing a variety of tasks
- Excellent problem-solving and multi-tasking skills
- Manage projects with minimal supervision
- Proactive and self-motivated to work independently while achieving both individual and team goals
- Entrepreneurial spirit with an energetic and positive disposition
- Well-developed verbal and written skills are crucial to success in this position with the ability to give clear direction and respond to inquiries
- Thrive in a fast-paced, deadline driven environment
- Detailed-oriented with a strong commitment to preparing accurate work
- Bachelor's degree in construction, engineering, or business-related degree with a minimum of 7-10 years' construction management experience. Experience with value-add office construction administration a plus!

### **DESIRED COMPETENCIES**

- Strong planning & organization skills
- Excellent leadership skills with ability to influence others for a successful outcome
- Adaptability
- Outstanding Technical/Professional Knowledge



**About Swift Real Estate Partners:**

Swift is a vertically-integrated real estate operating company founded in 2010 by Christopher Peatross with a focus on West Coast value-add office and industrial properties. Swift has a proven track record of superior risk-adjusted returns to its partners and owns and operates approximately 6 million SF of office/industrial assets throughout California and the Pacific Northwest.

**About Our Benefits:**

In exchange for your talents and dedication, Swift Real Estate Partners offers a comprehensive healthcare and flexible spending benefits plan that includes full coverage of the employee's healthcare premiums, and coverage at 50% for your dependent's premiums. In addition, we offer competitive salaries and bonus opportunity, an excellent 401(k) plan with an annual safe harbor contribution to all employees 401(k) account; 13-holidays per year; and a Community Service Day.

If you fit the profile above and would like to work for a thriving company, we look forward to receiving your resume in a Word document along with your salary expectations. EOE. M/F/D/V. No phone calls from recruiters please.