

JOB DESCRIPTION

JOB TITLE: Project Manager

EMPLOYER: Bear Real Estate Group

DEPARTMENT: Bear Development

REPORTS TO: VP of Real Estate Portfolio

SUMMARY:

The Project Manager (PM) is responsible for overseeing the successful completion of projects assigned by Bear Development. You will be responsible for the creation, organization, execution and completion of specific projects. This includes managing relevant employees, setting deadlines, communicating with company executives about the state of the project, ensuring projects stay on track and on budget, and adjusting if necessary, to meet new requirements.

DUTIES AND RESPONSIBILITIES:

- Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources
- Delegating tasks on the project to employees best positioned to complete them
- Identifying and managing potential risks and liabilities of multiple projects
- Assisting in the definition of project scope and goals
- Making effective decisions when presented with multiple options for how to progress with the project
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicating with executives or the board to keep the project aligned with their goals
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needed
- Motivating people involved in the project to complete tasks on time

QUALIFICATIONS:

- Bachelor's degree or equivalent
- Two to four years related experience or equivalent.
- Understanding of the Project Management Institute (PMI) framework: Scope, schedule, finance, risk, quality and resources
- Knowledge of various project management methodologies
- Proven leadership skills
- Cost and risk management skills
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- Familiarity with construction standards and terminology.
- Excellent written and oral communication skills

- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Proficient on [INSERT COMPUTER PROGRAM(S) REQUIRED FOR POSITION]
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to direct and recommend cost-effective creative solutions
- Ability to work on complex projects with general direction and minimal guidance.
- Ability to understand and follow written and verbal instructions.

COMPETENCIES:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bear Real Estate Group is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.