

HALLKEEN MANAGEMENT

Job Title: **Project Manager**

Location: **Norwood, MA 02062**

Hours: **Full-time**

Summary:

HallKeen is seeking to hire a Project Manager to manage projects in the company's portfolio of approximately 9000 units of multi-family housing and 7 Assisted Living Communities. HallKeen Management is seeking an experienced project manager professional who specializes in the rehabilitation and construction of multi-family housing and Assisted Living Facilities.

Specific Duties and Qualifications:

The Project Manager's tasks will include (but are not limited to) overseeing all aspects of construction; including pre-existing conditions, investigation, general knowledge of building codes and construction needs, coordination with design professionals, estimating, overseeing contractor selection and the bidding process, management of general/sub contractors throughout the construction process, management of multiple construction schedules and budgets and project close out. The Project Manager will ensure project remains on budget and on schedule, along with owner/client satisfaction. Scope of projects will range from managing modest capital expenditure projects to larger renovation projects \$50,000-\$2M

Job Requirements:

Qualifications required include a degree in Construction, Engineering or Architecture and a minimum of 3-7 years' experience in supervising (or design) construction projects in the multi-family real estate business. Construction Supervisor License or equivalent is strongly preferred. Skill set should include solid communication skills, general building code knowledge, strong knowledge of Excel and Word, Autocad is preferred but not required. Candidate should have ability to work independently, multi task and prioritize. This position may require travel up to 30% of the time.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Kurt Lamar; klamar@hallkeen.com or 781-915-3173

No calls please.