

PROJECT MANAGEMENT ASSOCIATE MINNEAPOLIS, MN

NTH OVERVIEW

NTH is an award-winning, independent real estate and project management firm based in Minneapolis. We help clients make effective real estate decisions by providing customized solutions to meet our clients' real estate needs and business goals. With decades of experience, NTH has extensive knowledge of the real estate market and offers valuable insight into both existing properties and new developments. We value a high level of client service, collaborative work within the office and with project partners, and service to benefit our community.

Our project work spans strategic planning, site selection, lease/purchase negotiations, financial analysis, budgets and schedule management, and design and construction management. For more detailed information see our website at www.nth-inc.com.

POSITION OVERVIEW

This position will initially work in collaboration with other NTH project managers on projects. Within 1 year, the candidate will be expected to manage projects independently. The position will report directly to the project management principal.

General Tasks Include:

- Provide design and construction related project management services for projects ranging from tenant improvement projects to ground-up construction.
- Support real estate transactions through insights into building systems, project budgets, schedules, and due diligence.
- Position requires on-site project meetings and construction observation.

Typical working hours are 8:00 a.m. – 5:00 p.m. Monday through Friday but there will be situations that require working outside of the normal schedule. NTH values collaboration in the office but provides the flexibility of a hybrid working environment with an expectation of at least three (3) days a week in the office. Initially, new employees are expected to be in the office five (5) days a week.

TYPICAL JOB RESPONSIBILITIES

Business Development:

- Understand the benefits and characteristics of project management services offered by NTH.
- Maintain connections with current and past clients as source of repeat business and referrals.
- Maintain relationships with industry partners as source of referrals.
- Identify new potential prospects and introduce NTH's services.

Client Work:

- Research background information on client business, understand client project goals and implement project accordingly.
- Support NTH's Real Estate team in assessing options including, but not limited to:
 - Evaluate building conditions.
 - Interpret landlord work letter.

- Develop preliminary project budget and schedule.
- Evaluate “fit plans” and analyze, from a functional perspective, space plan options.
- Provide design and construction related Project Management services including, but not limited to:
 - Create, modify, and track project schedules.
 - Evaluate alternative project delivery strategies.
 - Schedule and document meetings with various user groups and consultants.
 - Review and advise on building systems (e.g., mechanical, electrical, structural, etc.) and building standards and their implications on the design and operations.
 - Prepare and monitor a comprehensive project budget, including construction, furniture, technology, and other related costs.
 - Help manage the project funding process, including: developing a sources and uses summary; projecting cash flows; assisting with public funding opportunities and grant applications; and support capital campaign activities.
 - Assist in the solicitation, evaluation and selection of design firms, engineers, contractors, furniture vendors, movers, technology consultants, card access, AV, cabling, etc.
 - Pursue alternative products, technologies, etc., that might be appropriate (e.g., sustainable design).
 - Monitor the progress of the architect and other design consultants.
 - Participate in the review of design documents. Coordinate consultants responsible for reviewing and commenting on design documents.
 - Monitor the progress of the contractor and other vendors.
 - Review all requests for payment (including supporting documentation and lien waivers).
 - Review and evaluate all requests submitted by design consultants for additional services.
 - Provide technical review/assistance as requested (e.g., products, vendors, etc.).
 - Work with architect or design engineers to define the commissioning requirements.
 - Participate in the relocation planning.
 - Participate in project, design and construction meetings, regular site visits, field reports, etc.
 - Observe construction progress on a regular basis for consistency with plans and schedules.
 - Review and understand project construction costs. Work with client and related project partners to create a systematic approach for tracking construction costs.
 - Participate in project documentation (e.g., shop drawings, submittals, change orders, RFI's, etc.).
 - Participate in punch list inspection.
 - Track the submission of record documents (e.g., “as-built” drawings, O&M manuals, training sessions, etc.), review for conformance, and distribute to client.
 - Participate in final accounting (e.g., releasing retainage, closing contracts, etc.).

General:

- Attend continuing education programs to expand skills and network.
- Participate in professional organizations applicable to real estate, design and construction.
- Participate in client and industry events (will include some evening hours).
- Participate in marketing and business development activities including prospect and client related research, preparation of presentations and developing proposals, and participating in interviews.
- Seek knowledge regarding industry trends and market status both locally and nationally. Schedule meetings and other administrative work as needed.

REQUIRED SKILLS AND EDUCATION

- 5+ years of experience in design, construction and/or project management.
- Bachelor's degree in architecture, construction management, engineering, interior design, or related field.
- Proficiency with Microsoft Suite (Word, Excel, PowerPoint, Project, Outlook, and SharePoint).
- Excellent verbal and written communication skills.
- Experience in tracking a project from inception to completion.
- Ability to interpret architectural, civil, structural, and mechanical/electrical design documents.
- Highly organized and detail oriented.
- Ability to work independently and take initiative.
- Ability to manage several projects at once and navigate changing priorities.
- Team player, service oriented both with clients and other staff members.
- Valid driver's license and vehicle for attending client meetings, tours, and other events.

SALARY AND BENEFITS

This position is salaried, at a level commensurate with experience.

Benefits include PTO, a group health plan, 401(k) Plan, transportation allowance, and professional development opportunities.

SUBMISSION REQUIREMENTS

To apply, please submit your résumé and cover letter including specific work history and description of comparable projects completed and the role played, professional designations, and references to Ms. Terry Tinnes at ttinnes@nth-inc.com. No phone calls please.