

PROJECT MANAGER, DEVELOPMENT

KETONE PARTNERS - ARLINGTON HEIGHTS, ILLINOIS

POSITION SUMMARY

The Project Manager will lead the project team of general contractors, architects, engineers and consultants through the development lifecycle of ground-up and/or renovation projects throughout the United States. The ideal candidate has strong and relevant experience in the development, design, and construction of commercial real estate properties, and a track record of progressive growth in their past positions.

Our project manager should have experience managing project teams through design and construction phases and delivering projects within budget and schedule while maintaining architectural and quality standards. The candidate should possess a confident and constructive attitude with a collaborative approach.

Responsibilities include, but are not limited, to the following:

- Serve as the most knowledgeable individual in all project matters and details
- Meet with the project team regularly to review the project status, anticipate issues and mitigate project risk
- Manage and enforce contractual requirements and serve as single point of contact for all design consultants and owner direct vendors
- Oversee the RFI and submittal coordination process
- Anticipate potential changes and update project budget and schedule forecasts
- Review, analyze and negotiate change orders
- Review contractor staffing and quality to ensure compliance with contract and specifications
- Issue weekly and monthly project status updates to management team
- Oversee the purchasing and implementation of FF&E
- Periodic site visits as required
- Establish and maintain product libraries and vendor relationships
- Property management communication and turnover
- Represent Ketone Partners with the highest degree of professionalism and ethics

LOCATION

Working at the Ketone office located at 171 W. Wing Street, Suite 205, Arlington Heights, Illinois, from a client's office or jobsite as determined by the Company.

QUALIFICATIONS

- Bachelor's degree in real estate, construction management/engineering, architecture, engineering or business
- 3 years of experience
- Capable of managing the workload associated with 4-5 projects and other initiatives successfully and positively

ABOUT KETONE PARTNERS

Ketone Partners is a real estate consulting, investment and development company, providing integrated commercial real estate solutions to individuals and corporations. Additional company information can be found at www.ketonepartners.com.

CONTACT

If you are interested in this position, please e-mail your resume and cover letter to careers@ketonepartners.com or attach and submit your resume through the careers tab on the website.