



The Bridge Group, LLC is a growing San Francisco based project management firm. We provide real estate consulting services as the owner's representative to lead commercial projects to success. Specializing in construction project management, move management and facilities consulting services, we are expanding our team and need a multi-faceted and motivated Project Manager.

We continually gain recognition and awareness for our solid reputation and work in the industry. The Bridge Group is respected in the design community and partners with recognized firms. Our diverse clients range from hi-tech headquarters and campus work, healthcare, bio-tech and non-profit work.

Opportunity

Ready to contribute to our success? We seek a Project Manager to act as an owner's representative for our clients and lead client construction projects in the Bay Area. Projects vary in scope, complexity and size. Our Project Managers are responsible for the overall coordination of the project from design through implementation, managing scope, budget, schedule and all communications.

Responsibilities

- Act as an owner's representative for our clients.
- Manage and coordinate tenant improvement projects.
- Lead project meetings and document outcome.
- Manage architects, engineers, contractors and vendors.
- Prepare project schedules and budget estimates.
- Control project quality and ensure compliance with client standards and governmental requirements.
- Review and approve proposals and invoices.
- Manage budget and control costs.
- Close out of the construction project and perform a post-analysis of the project. Be available for post client questions and project follow up details and questions.

Qualifications

The successful candidate is a leader who has demonstrated success managing large and complex projects. Must have excellent computer skills (Word, Excel, MS Project) and superior communication skills, both written and verbal. Five or more direct experience as an owner's representative is required. LEED AP and a degree in a related field (industrial engineering, construction management, and architecture) is a plus.

Compensation

- Competitive salary plus bonus
- Health, dental, vision coverage and life coverage
- Retirement plus company matching
- Education reimbursement
- Flexible time off
- Paid holidays

Interested?

Send us your cover letter and resume to tamara@the-bg.com. We look forward in hearing from you!