

# THE BRIDGE GROUP

CONSTRUCTION & PROJECT MANAGEMENT



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 experienced project manager.

We continually gain recognition and awareness for our solid reputation and work in the industry. The Bridge Group is respected in the industry 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? Join The Bridge Group as our new 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 & governmental requirements
- Review and approve proposals and invoices
- Manage budget and control costs
- Close out of the construction project

## Qualifications

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

## Compensation

- Competitive salary plus bonus
- Health, dental, vision and life insurance coverage
- Retirement plus company matching
- Generous PTO policy
- Education reimbursement

## Interested?

Send us your cover letter and resume to [tamara@the-bg.com](mailto:tamara@the-bg.com). We look forward in hearing from you!