

THE BRIDGE GROUP

CONSTRUCTION & PROJECT MANAGEMENT



The Bridge Group, LLC is a 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 workplace services, we are expanding our team and need a multi-faceted and experienced Senior Project Manager specializing in Move Management.

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, biotech, and non-profit work.

Opportunity

Ready to contribute to our success? Join The Bridge Group as our new Senior Project Manager specializing in Move Management to act as an owner's representative for our clients and lead client projects in the Bay Area. Projects vary in scope, complexity, and size. Our Move Managers are responsible for the overall coordination of the project from pre-move support through implementation, managing scope, budget, schedule, and all communications.

Responsibilities

- Handle Pre-Move, Move and Post-Move on-site coordination
- Develop overall relocation strategy, including detailed schedule/move plan
- Develop relocation schedules, including detailed breakdowns of major tasks and resources required
- Interface with relevant city and local regulatory authorities on securing permits
- Create and manage the move matrix
- Provide vendor recommendation and coordination
- Create and install move signage
- Create move preparation instructions for employees and provide Q&A
- Track and monitor project budget to control project costs
- Develop project contingency plans

Qualifications

A 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. Ten years 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 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. We look forward in hearing from you!