

# THE BRIDGE GROUP

CONSTRUCTION & PROJECT MANAGEMENT



The Bridge Group is a fast-growing woman and minority-owned project management and workplace services consulting firm. We serve a diverse clientele of top tier companies globally from our headquarters in the San Francisco Bay Area and our office in New York City.

Our highly skilled team has vast experience in a wide variety of disciplines endowing them with a deep understanding of design and construction as well as compressive knowledge of the workplace. Equally, we focus on the human element of our roles bringing well developed communication skills and the ability to inspire teams. We are committed to fostering a culture of integrity, diversity, inclusion, equity, creativity, and empowerment and we are recognized and respected in the industry for our impeccable work and solid reputation.

## 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. 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

- 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 and perform a post-analysis of the project. Be available for post client questions and project follow up details and questions.

## 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 [info@the-bg.com](mailto:info@the-bg.com). We look forward in hearing from you!