



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 offices in New York City, Seattle, and Los Angeles.

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

The Bridge Group is seeking a Senior Project Manager with in-depth knowledge of office and lab site environments to support our clients in the San Francisco Bay Area. The ideal candidate is a leader who has demonstrated success managing complex science lab projects. The role requires 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.

Responsibilities will include:

- 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

1. Bachelor's degree in a related field preferred
2. Proficiency in MS Office (with a focus in Excel).



3. Working knowledge of basic floor plans, architectural drawings, buildings, and campus environments.
4. Proven communication and presentation skill.
5. Experience multitasking and working independently in a fast-paced environment.
6. Excellent communication skills, both written and verbal.
7. Detail oriented.
8. Innovative thinker, good communicator.
9. Excellent communicator and team player.

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. We look forward in hearing from you!