

Associate Project Manager

Company: Tricera Capital is a prominent real estate investment firm focused on value-add urban office, retail and mixed-use investments throughout the US. As an institutional property buyer, they have recently acquired more than \$1B of AUM in the retail, office and mixed-use market totaling over 2M SF.

Location: Miami, FL (or surrounding area)

Role: Tricera Capital is seeking a Project Manager to help oversee the day-to-day management of its active projects. This position's primary responsibility will be to oversee Landlord buildouts, renovations, and spec suite projects across the growing portfolio, as well as supervise all Tenant buildouts to ensure that they are built within compliance. The applicant will enjoy complete access to the firm's principals and will be included in team planning and strategy sessions. The ideal applicant should be comfortable working in an entrepreneurial environment, possessing strong multi-tasking, communication, and teamwork skills, and demonstrating resourcefulness and the ability to take initiative and work independently.

Responsibilities:

- Manage all phases of Landlord's construction and development, incl. bidding, permitting, scheduling, budgeting, and reporting
- Oversee the Project Management department and manage staffing
- Process GC Pay Reqs and Lender Draw Reqs and update budgets accordingly
- Interact with GC and Architect to ensure the successful delivery of projects
- Visit the active projects on a regular basis

Qualifications:

- 3-7 yrs. of relevant work experience
- Understanding of the construction process and best practices
- Ability to prepare and modify budgets, as well as process Pay Reqs and Lender Draw Reqs
- Ability to lead a team and work independently
- Working knowledge of Microsoft Office, including the ability to create, modify, and analyze Excel spreadsheets
- Excellent communication skills, both verbal and written
- GC licenses or openness to pursue a GC License a plus

Contact:

Please contact Andrew Bonner VP of Property Management (abonner@triceracap.com) with your resume and a brief explanation of why you would like to join Tricera Capital and how you can help us grow to the next level.