

POSITION TITLE

Assistant Project Manager - Development

ACCOUNTABLE TO

Executive VP – Director of Development

Seattle-based Wright Runstad & Company develops, acquires, manages and leases high quality commercial office buildings located primarily in the Pacific Northwest. The company has a 47-year history as one of the region's premier real estate development and operating companies, delivering outstanding property performance and superior investment returns. Wright Runstad & Company maintains an exceptional reputation among tenants and institutional investors for its demonstrated commitment to integrity and high levels of quality and service.

SCOPE OF RESPONSIBILITIES

Under the supervision of the Director of Development and in coordination with other members of the Development team, provide support to Project Managers and WRC Executives. Working in a self-directed manner, relieve Project Managers of duties as needed. Take direct responsibility for tasks like managing the permitting process, reviewing draw requests, coordinating tenant improvement work, etc.

PROJECT SUPPORT

- Coordinate with tenants and tenant construction managers, managing schedule, submittals, field questions, and tenant revision requests.
- Track permit submittal packages with consultants and monitor revision requests.
- Manage change proposals and change orders, including negotiating changes and associated costs with both contractor and tenant.
- Manage monthly billings (both contract and tenant tracking), including collections.
- Review draw requests; coordinate with accounting for corrections; prepare responses to related inquiries from project investors and/or lenders.
- Provide administrative and document support to due diligence reviews by investors and/or lenders.
- Oversee purchase responsibilities, including bid documents, RFPs, contract negotiations, purchase orders, etc. for window coverings, light fixtures, signage, hardware, and furnishings.
- LEED Certification experience desired to assist and support in obtaining LEED status for projects by uploading Project Managers and team documentation to USGBC.
- Take and distribute meeting notes as needed, follow up with consultants and vendor requirements.

KNOWLEDGE AND SKILLS

Proficient in Microsoft Office, Adobe Acrobat, Bluebeam, and Microsoft Project.

Detail-oriented and highly organized.

Able to handle multiple tasks/projects at one time and prioritize needs.

Excellent verbal and written communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

2-5 years in a commercial real estate or architecture/engineering/construction industry environment. Experience in construction management preferred.